

# Membership Agreement



Organization/Agency Name: \_\_\_\_\_ EIN #: \_\_\_\_\_

These policies are designed to simplify operations and allow us to provide deeply discounted merchandise to your organization. Please help us continue our mission by honoring the policies listed below. Please call us or email us at [info@goodsbankneo.org](mailto:info@goodsbankneo.org) if you have any questions or product needs.

*The above-named organization, as represented by the undersigned, agrees to the following stipulations for receipt, usage and distribution of products, supplies and services received from GBNEO.*

## REGISTRATION INFORMATION

- Registration runs for 1 year starting from the month that you are approved.
- There is a \$100 yearly registration fee per organization (new members will receive a \$25 credit).
- Registration is for your organization alone. You may not shop for or provide products to other nonprofits.

## SHOPPING POLICIES

**1. Member Only Shopping:** Each organization can have up to 5 authorized members shop on their behalf. Up to 2 clients can accompany approved shoppers. Additionally, members can bring fellow staff/maintenance people to load their vehicles (NO children).

**2. Payment:** Payment is required at time of check out. Listed below are the methods of payment GBNEO accepts.

- Organization check made out to: Goods Bank NEO
- Credit card or debit card
- GBNEO gift cards

**3. Children:** No children under the age of 18 are allowed in the warehouse.

**4. Holds:** We do not offer holds on products. Purchased products can be stored for up to 48 hours to allow your organization to arrange pick up. If products are not picked up within 48 hours they will be returned to inventory unless other agreements have been made.

**5. Self-Serve:** Goods Bank NEO is primarily a self-serve warehouse to keep costs low. We will help you get items down from our racking, but members need to be prepared to shop and load on their own.

**6. Inspection of Goods:** Goods Bank NEO reserves the right to inspect locations where goods are being stored or used.

## PROPER USE OF DONATED PRODUCT

- Your organization may use donated goods only as direct charitable donations to people in need or for use in your agency facilities. Items are NOT for personal use at home.
- Records of use and/or distribution of goods by your organization must be made available to GBNEO upon request.
- ALL ITEMS ARE SOLD AS IS. RETURNS NOT ACCEPTED. We will do our best to ensure all products are in good condition.
- Should goods or products be traced to any sales events, GBNEO will follow the necessary legal course of action for prosecution which may include termination of your nonprofit status for violation usage of nonprofit goods.
- GBNEO is released from all liabilities and/or claims that result from the use of materials received and will hold GBNEO harmless for such liability and claims.
- GBNEO reserves the right to terminate your membership if found (or any shopper is found) in violation of any of these terms of agreement.

### YOUR ORGANIZATION **MUST NOT**:

- Sell, trade, barter, or otherwise transfer any donated goods in exchange for money, property, or services. Prohibited transfers include listing the donated goods for sale or trade on websites, in stores, at flea markets, or in any similar manner.
- Use donated goods for raffles, auctions, or any fundraising activity.
- Accept anything of value (including voluntary donations) in exchange for the donated goods.
- Give any donated goods to its volunteers, officers, directors, employees, or contractors for personal use.
- Return any donated goods to the manufacturer or to any retail store.
- Give donations to another nonprofit organization or other entity.
- Redistribute any donated goods to any location outside of the United States (unless GBNEO through Good360 has given written permission in advance).

## AUTHORIZED SHOPPER POLICIES

- Approved shopper list must be kept up to date. This is for your protection and ours. You are responsible for your shoppers and their actions.
- Approved shoppers are responsible for anybody who accompanies them to shop.
- Photo ID will be required for entry into GBNEO as proof of an approved shopper.
- Your organization will be held responsible for the end use of all goods from GBNEO received by any/all of your registered shoppers. Misuse is cause for prosecution of mishandling items/goods from GBNEO.

## ACCEPTANCE OF TERMS OF PARTICIPATION

I, the Chief Officer, have read, understand and will comply with the above stated operational standards, practices and requirements. In partnership with GBNEO, I also understand and agree to:

- ✓ GBNEO shopping policies and proper use of donated product
- ✓ Verify that each staff/volunteer affiliated with my organization that picks up, receives and/or distributes donated product from GBNEO is aware of the warehouse policies and proper use of donated goods.

Organization Representative (printed): \_\_\_\_\_

Title (printed): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZED SHOPPERS**

Organization Name: \_\_\_\_\_

Please list four names (including yourself, if applicable) to be your regular shoppers. You may add one "alternate" for a total of five names. Your organization and your shoppers are responsible for the proper use of our donations. **Please notify us with changes immediately. We will ask for photo ID upon entering the building.**

By providing this list, you are automatically giving us permission to put these names on our Constant Contact email list and text alert list. Shoppers can opt out of these notices at any time.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_