

# United Way of Northwest Arkansas

## Gift In Kind Warehouse Policies & Procedures 2017

Please do not return the policies & procedures page. This is YOUR copy.

Organizations must be incorporated as a nonprofit (501c3) with IRS tax exempt status, or must be sponsored by such an agency (sponsorship includes fiscal responsibility) or an instrumentality or political subdivision of a state not subject to Federal income tax pursuant to Section 115 of the Internal Revenue code.

All GIK member organizations must directly serve low income families, children, and individuals. All products received from the warehouse must be distributed solely to low income families, children, and individuals. Failure to do so WILL result in loss of privileges.

GIK product must be distributed directly to those in need FREE OF CHARGE and used by the recipient organization to operate their offices

Each visit to the warehouse is \$20. A statement will be mailed out each month. If payments are not made within three months, the agency will be blocked from making appointments until balance is paid in full.

If you do not show or reschedule your appointment 24 hours in advance, you will be billed for the visit. If you cancel more than three times in a row your agency's membership will be temporarily suspended and reviewed.

All GIK member organizations are subject to a site visit prior to acceptance. During this visit, the organization will be asked to provide a tour of the space in which GIK product is stored and distributed. The visit will also include process in which product is distributed and an understanding of how clients qualify. Gift In Kind Warehouse staff may periodically monitor the use of donated products for accountability.

No one will be allowed access to the warehouse without their Membership Card.

Only the people who are identified as authorized pick-ups on the application will be allowed into the warehouse. If personnel changes occur, please contact us so we may make the appropriate changes on your application. Only two vehicles per agency is allowed at the warehouse.

Donations cannot be used for fundraisers, raffles, or auctions; given to volunteers or staff members; sold in retail stores, garage sales or flea markets or thrift stores.

The goods received will not be transferred by this organization in exchange for money, property or other services.

GIK members which use donated products for purposes other than those intended will be removed immediately from the program.

During inclement weather, the warehouse will be closed when Bentonville Public Schools are closed. You will need to reschedule your appointments at your earliest convenience. These reschedulings will not count as cancelled visits.

### Getting Started:

Applications will be reviewed the first of each month by United Way staff.

All participating agencies/churches agree to allow the Gift In Kind Warehouse to periodically monitor the use of donated products for accountability. All agencies may be subject to a site visit prior to acceptance to the warehouse.

### Additional Policies for Food Pantries

1. Only food pantries which have an established food pantry for six (6) months prior to applying for the warehouse will be allowed access.
2. No food pantry can be operated out of a home; the pantry must be located at the church.
3. Food Pantries may not use the donated items for the general operation of the church, potlucks or for the operation of a church-sponsored school.
4. Food Pantries must complete and submit the "Are You Listed" page (online at [unitedwaynwa.org](http://unitedwaynwa.org)), and be willing to have referrals made to their food pantry.
5. GIK product is intended ONLY for the use of those in need and not limited to congregational members only.
6. Food Pantries agree to report any changes in the days and hours that the food pantry is open.

If you have any questions please contact Dallas Mudd at [dmudd@unitedwaynwa.org](mailto:dmudd@unitedwaynwa.org) or 479-877-2715.

### Required documents for application in the Gifts in Kind Warehouse:

1. Signature page for Policies and Procedures to be turned in along with membership fee
2. Special Policies for Food Pantries if applicable
3. Copy of 501(c) (3) status from the Internal Revenue Service
4. Application submitted online through [unitedwaynwa.org](http://unitedwaynwa.org)
5. Are You Listed submitted online through [unitedwaynwa.org](http://unitedwaynwa.org)

**Warehouse Fees**

- The annual gift in kind warehouse membership fee is \$200.00. Upon receipt of the application we will send you an invoice via email for this fee. After we have received the payment you will be approved to make appointments online.
- Members pay a \$20.00 fee each time you access the warehouse, which will be billed monthly to your agency.

I have read the Policies and Procedures and agree to abide by the rules as listed. *(Please do NOT return the Policies and Procedures; they are for your agency's use)*

Agency Director/Church Pastor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Please submit to:  
United Way of Northwest Arkansas  
100 Parkwood Street  
Lowell, AR 72745