



MEMBERSHIP PACKET

3610 PARK 42 DRIVE CINCINNATI, OHIO 45241
PH: (513) 554-4944 FAX: (513) 554-4966
WEB: WWW.RESOURCEWEB.ORG

MISSION STATEMENT

ReSource is a non-profit, charitable organization committed to providing merchandise and support services to qualified non-profit members through collaborations with businesses, funders, and other non-profit entities.

HISTORY

ReSource serves as the region's only non-profit resource center. Founded in 1986 by Robert Castellini while on the board of The Greater Cincinnati Foundation, ReSource has helped over 1,400 non-profits like yours attain the inventory they need for operations and to assist their constituents. ReSource's efforts have saved non-profits over \$34 million while allowing regional and national companies to reduce their overhead of excess products.

Through partnerships with businesses, consulting firms and fellow non-profits, ReSource provides quality, affordable capacity-building programs through *Building Blocks for Non-profits*. ReSource is analogous to the Fine Arts Fund and United Way, but instead of providing non-profits with funding, we provide the physical tools you need to fulfill your mission. This is possible through generous support and expertise from local and national corporations. The entire region benefits with this innovative, environmentally friendly collaboration of public and non-profit sectors.

WHO IS ELIGIBLE TO APPLY TO JOIN RESOURCE?

- Charitable, tax-exempt non-profit agencies with 501(c) (3) tax exemption status
- Schools with tax exempt status
- Religious institutions with tax exempt status that either have a 501(c) (3) and/or are incorporated.
- ReSource only provides member services to qualified non-profits that operate out of a legitimate business address, not a private residence. The business address must be listed in the telephone book or online, and/or there must be appropriate signage at the address.

DID YOU REMEMBER TO INCLUDE:

Note: all requested documents MUST have the current name and address of your organization.

- A copy of your IRS determination letter verifying 501(c) 3 status
- ReSource application completely filled out and signed by your Chief Executive Officer
- A signed state tax exemption form for your agency
- Your agency's facility deed, current signed & notarized mortgage, or lease agreement
- A check for your membership dues

REQUIREMENTS FOR RELIGIOUS INSTITUTIONS WITHOUT A 501(C) (3) DETERMINATION LETTER

- You must have an established place of worship that is not a private residence
- You must be listed in the telephone book or online and/or maintain appropriate signage at the established place of worship
- Provide copies of the following documents:
 - ✓ State Incorporation Certificate
 - ✓ Minister's Ordination License
 - ✓ Signed state tax exemption form for your organization
 - ✓ Board of Trustees list, including names, addresses and phone numbers
 - ✓ Your agency's facility deed, current signed & notarized mortgage, or lease agreement
 - ✓ ReSource application filled out & signed by your Chief Executive Officer

MEMBERSHIP FEES

Membership is for a twelve month period beginning on the date that your membership is processed by Resource staff members. Your membership fee is based on your agency's annual operating budget

MEMBER FEE SCHEDULE

Your Agency's Annual Operating Budget	\$0 – \$100,000	\$100,001 – \$500,000	\$500,001 – \$1 Million	\$1,000,001 – \$5 Million	Over \$5 Million
ReSource Membership Fee	\$35	\$60	\$75	\$105	\$135

RESOURCE INFORMATION AND GUIDELINES

- ReSource is open Monday through Friday from 8:30 am to 4:30 pm. Our last checkout is at 4:15 pm.
- A handling fee of 10% to 20% of the fair market value is applied to all merchandise; this helps to defray our operating expenses.
- All merchandise acquired from ReSource must be used for your organization or its clients. You may not purchase any items for personal use, resale, barter, raffles, or as gifts for staff or volunteers.
- Members may not purchase items for other organizations
- ReSource provides monthly capacity-building seminars on a variety of topics for a fee. Members receive a discounted rate. Please visit our website for more information on these valuable training opportunities.
- Membership and handling fees must be paid for with a check or credit card embossed with your organization's name. We do not accept cash, money orders, personal checks or personal credit cards.
- Merchandise must be picked up within seven business days of purchase. After that time we will credit your account with the invoice amount, minus a 25% restocking fee, and place the items back into our inventory.
- Delivery service is provided for a fee to your organization's business address. We will not deliver to private residences, storage facilities, or locations only accessible by stairs.
- Our online inventory may be accessed at www.resourceweb.org. You may also elect to add your email to our list for weekly inventory updates and special notices.
- ReSource reserves the right to refuse or terminate any membership at any time at its sole discretion. Except as provided below, if ReSource terminates a membership, the member will be reimbursed on a pro-rated basis for any membership fee already paid.
- Membership is subject to compliance with ReSource rules, including those listed above. A violation of any ReSource rules may result in termination of membership with no right to reimbursement of any membership fee paid.

- New Member
- Renewal



Membership Application

Organization's Name: _____

Organization's Previous Name (if applicable): _____

Street Address: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____

Web Address: _____ Tax Exemption Number: _____

Do you require Purchase Order Numbers? (Circle one) **Yes** **No** (If a P.O. is required, you need to apply for credit.)

Your organization's mission (check only one):

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Environment | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Community & Economic Development | <input type="checkbox"/> Health | |
| <input type="checkbox"/> Education | <input type="checkbox"/> Human Services | |

Annual Operating Budget (mandatory):

- \$0 - \$100,000 \$100,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001 - \$5,000,000 \$5,000,000+

Who in your organization should receive ReSource updates including: inventory updates, and renewal

notices? Name: _____ Email: _____

Executive Director or CEO: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Board President Name (please print): _____

Business/Home Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

How did you learn about ReSource?

- Direct Mail Nonprofit Member Co-worker Website ReSource Staff Member Other: _____

Demographic Information

ReSource requests demographic information from our members because our donors want to know more about you and the people you serve. By providing donors with this information, we can increase our ability to provide you with more products and services. Please answer these questions to the best of your ability.

1. **Number of clients/members served annually:** _____

2. **Gender served by organization** (*please check only one*): Male Female Both

3. **Total Number of Women Served:** _____

4. **Total Percentage of Women Served:** _____

5. **Number of Ethnic Minorities Served:** _____

6. **Please provide percentage breakdowns of all ethnicities served** (*total must equal 100%*):

_____ %African American

_____ % Latino/Hispanic

_____ % Asian Pacific

_____ % Native American

_____ % Caucasian

_____ % Other

7. **Total number of families served:** _____

8. **Target population** (*Please select all that apply*):

Cancer

People with Disabilities

Working Mothers

Disaster Victims

Seniors

Other _____

Homeless

Underprivileged

Minority

Women

9. **Age Groups Served** (*Please select all that apply*):

Adults

Children aged 0-13

Children aged 14-17

Seniors

10. **Percentage** (*of total clients*) **who are underprivileged Children aged 0-13 served by your organization:** _____

MEMBERSHIP AGREEMENT

_____ agrees that:

(Your organization's name here)

1. It will not use any ReSource merchandise including, but not limited to, equipment, goods and services acquired from ReSource for personal gain or any use other than for the benefit of the community it serves or to assist in the effectiveness of its operation.
2. It will not, directly or indirectly, permit items acquired from ReSource to be purchased for personal use, resale, barter, auction, raffle, or as gifts for staff or volunteers
3. It will not give or loan items taken from ReSource to individuals or entities not related to the operation of the non-profit organization.
4. Each and all of its members release ReSource from all liabilities or claims arising out of the use of resources acquired from ReSource and agree to defend, indemnify, and hold ReSource harmless for any such liabilities or claims.
5. It will respond to reasonable inquiries and provide reasonable access to its facilities where necessary for ReSource to evaluate the use and value of ReSource's products and services, eligibility for Resource's products or services, or compliance with this agreement.
6. Membership may be cancelled by ReSource at any time and for any reason subject to return of a pro-rated amount of any unused membership fee, except as provided below.
7. Violation of this agreement or any ReSource rules and regulations may result in immediate termination of membership with no right to reimbursement of a membership fee.

I, the Chief Executive Officer of _____ have read, understand and agree to comply with the requirements of ReSource. I certify that all information provided by the organization to Resource is true and correct to the best of my knowledge.

Printed Name: _____ Signature: _____

Title: _____ Date: _____