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## Membership

### MISSION STATEMENT

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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

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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 1,500 non-profits like yours attain the inventory they need for operations and to assist their constituents. ReSource's efforts have saved non-profits over \$40 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?

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- Only charitable, tax-exempt non-profit agencies with 501(c)(3) tax exemption status
- non-profits that operate out of a legitimate business address, not a private residence. The agency's 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:

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- A copy of your IRS determination letter verifying 501(c) 3 status
- A list of your agency's Board of Trustees
- 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

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

## MEMBERSHIP FEES

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Memberships are for 12 months and require renewal. Membership fees are based on your agency's annual operating budget.

### FEE SCHEDULE

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

## RESOURCE INFORMATION AND GUIDELINES

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- ReSource is open Monday through Friday from 8:30 am to 4:30 pm. Our last checkout is at 4:15 pm.
- An administrative 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 take any items for personal use, resale, barter, raffles, or as gifts for staff or volunteers.
- Members may not take 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.
- 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

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

Organization's Name: \_\_\_\_\_

Organization's Previous Name (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Web Address: \_\_\_\_\_

Tax Exemption Number as Listed on 501 c 3: \_\_\_\_\_

Name of Executive Director (Chief Operating Officer): \_\_\_\_\_

Title: \_\_\_\_\_

Email Address for Executive Director (Chief Operating Officer): \_\_\_\_\_

Your organization's mission statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organizational Focus (Please 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):

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> \$0 - \$100,000       | <input type="checkbox"/> \$500,001 - \$1,000,000   | <input type="checkbox"/> \$5,000,000+ |
| <input type="checkbox"/> \$100,001 - \$500,000 | <input type="checkbox"/> \$1,000,001 - \$5,000,000 |                                       |

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

Who in your organization should receive inventory updates and seminar communications?

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

How did you learn about ReSource?

- ReSource Email    ReSource Website    Co-worker    Nonprofit Member    Other: \_\_\_\_\_

*Note: all requested information must be provided in order for your application to be processed*

# Demographic Information

ReSource requires 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:** \_\_\_\_\_

## RESOURCE MEMBERSHIP AGREEMENT

*Please carefully review our membership terms and share them with any representatives within your organization who will use your organization's ReSource membership. All representatives are responsible for following the membership agreement.*

\_\_\_\_\_ agrees that:  
(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: \_\_\_\_\_