



Stardust Non-Profit Building Supplies Gifts In Kind Program

The Gifts In Kind (GIK) program provides material donations to non-profit organization needing various commodities. GIK allows non-profit organizations access to large quantity and bulk donations of usable materials received by Stardust Non-Profit Building Supplies (SNBS) from local retailers. Items received through GIK may not be sold, bartered, traded, auctioned, raffled or otherwise used for monetary or financial gain by the non-profit organization or their clients. In order to be eligible, agencies must meet the following criteria:

Eligibility:

- Must be a 501c3 non-profit organization as evidenced by the IRS Determination Letter
- Must provide services and programs that care for the ill, needy, infants (age birth to 18) and veterans.
- Certify that donated items received through the GIK program will not be sold, bartered, traded, auctioned, raffled or otherwise used for monetary or financial gain by the non-profit organization or their clients.

GIK Distribution Guidelines:

- Items received are for use by the organization or their clients.
- Organizations may not charge clients for use of donated items received.
- Items cannot be sold, bartered, traded or used in auctions, raffles or as prizes or returned to the retailer.
- All items are as is and come with no warrantee or guarantee of service.
- Organizations involvement in SNBS GIK program will be included in SNBS reports and marketing materials.
- All items must be removed from premises during distribution hours. No items will be held or delivered.
- The number of items received is determined by SNBS GIK Program Manager or their designee.
- Items may be limited to one (1) of a like kind by the GIK Program Manager.
- Case managers will display their agency issue photo ID card and provide their agency business card.
- Anyone found in violation of this agreement will be permanently banned from participation in SNBS GIK.
- Failure to show up for SNBS GIK appointment without 24 hour cancelation notification will result in a \$25 no show fee billed to the organization and cancelation of future appointments until the fee is paid in full.

Attachments Required

Please enclose the required additional information, based on your organization type, with completed application:

<u>501c3 Non-Profit Organizations</u>	<u>Churches</u>
Current IRS 501c3 Determination Letter	Letter from IRS stating that they are considered a tax-exempt organization
Most recent IRS tax form 990 – First Page Only	Financial documents for their most recent fiscal year: Audited Financials, Compliance Report completed by a third party or internal financials that include a profit/loss statement, balance sheet and a cover letter signed by executive level staff stating that the financials are correct to the best of their knowledge.
	Letter from the State of Arizona stating that they are a recognized Non-Profit in that state and able to conduct business

- Note: The application will not be considered complete until all items are received.



**Stardust Non-Profit Building Supplies
Gifts In Kind Program**

Application Type: New Application Changing Information Adding Personnel/Programs

Organization Information

Organization Name: _____

Street Address: _____

City, State, Zip code: _____

Telephone: _____ Fax: _____

Agency e-mail Address: _____

Agency Website: _____

Organization EIN: _____

Organization Mission Statement: _____

501c3: Yes: _____ No: _____ A copy of the IRS 501(c)3 Determination Letter must be included.

Executive Director/CEO Information

Name: _____

E-mail Address: _____

Telephone Number: _____

Eligibility

Organizations eligible for donations of inventory as defined by the IRS tax code regarding in-kind contributions must serve at least one of the client groups "ill", "needy", or "infants" and use the donations solely to benefit this/these client group(s).

Does your organization serve clients who are ill? Yes: _____ No: _____

Does your organization serve clients who are needy? Yes: _____ No: _____

Does your organization serve infants (person's birth to age 18) Yes: _____ No: _____

Does your organization serve veterans? Yes: _____ No: _____

If your agency receives donations of inventory items,
will these items be used solely for the purposes of the organization? Yes: _____ No: _____



**Stardust Non-Profit Building Supplies
Gifts In Kind Program**

I. Program Name: _____

Case Manager/Designated Individual Information

1. Name: _____ Telephone: _____
E-mail Address: _____
Authorized to accept donations on behalf of the organization: Yes: _____ No: _____

2. Name: _____ Telephone: _____
E-mail Address: _____
Authorized to accept donations on behalf of the organization: Yes: _____ No: _____

II. Program Name: _____

Case Manager/Designated Individual Information

1. Name: _____ Telephone: _____
E-mail Address: _____
Authorized to accept donations on behalf of the organization: Yes: _____ No: _____

2. Name: _____ Telephone: _____
E-mail Address: _____
Authorized to accept donations on behalf of the organization: Yes: _____ No: _____

III. Program Name: _____

Case Manager/Designated Individual Information

1. Name: _____ Telephone: _____
E-mail Address: _____
Authorized to accept donations on behalf of the organization: Yes: _____ No: _____

2. Name: _____ Telephone: _____
E-mail Address: _____
Authorized to accept donations on behalf of the organization: Yes: _____ No: _____

Attach Additional Pages if More Than 3 Programs



Stardust Non-Profit Building Supplies
Gifts In Kind Program

Certification, Agreement and Release

I hereby certify and agree:

_____ (organization) will not sell, trade, barter or otherwise transfer the donated goods for money, property or services performed in order to operate. Donations received will not be used for fundraisers, raffles or auctions; given to volunteers or staff members; sold in retail stores, on websites, at flea markets or in any other manner. Additionally, product donations will not be transferred to other Non-Profit organizations or groups without advance written permission from Stardust Non-Profit Building Supplies. This restriction may be enforced by a court entering equitable relief including, but not limited to, injunction relief. Stardust Non-Profit Building Supplies and Valley of the Sun United Way reserve the right to limit, restrict, or terminate eligibility at any time without cause and without notice.

All good received will be used for purposes related to the purpose of the Organization that makes it tax exempt and will be used solely for the care of the ill, needy or infants, as defined in applicable IRS guidelines. The Organization will maintain adequate books and records of donations received as required by applicable tax regulations and make such records available to Stardust Non-Profit Building Supplies upon request. The Organization agrees to provide complete substantiation of its distribution of all product donations to the IRS and Stardust Non-Profit Building Supplies promptly upon request.

The Organization certifies that it has in place a nondiscrimination policy that includes "No person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination in any program or activity available on the basis of race, color, sex, religion, cred, political belief, national origin, linguistic and language difference, sexual orientation, socio-economic status, height, weight, marital or familial status or disability." The Organization agrees to grant SNBS permission to use photographs, videotapes and electronic media taken during the distribution events in any and all publications including websites without payment or any other consideration in perpetuity.

Indemnification

Case worker, Organization and recipient for itself and its successors and assigns, further agree to indemnify and hold free and harmless, Stardust Non-Profit Building Supplies and Valley of the Sun United Way from any and all liability arising out of the use and transportation of any property received. Ownership and risk of loss of the property shall pass immediately to the recipient upon transfer of property. No exceptions to this agreement will be made at any time. Anyone found in violation of this agreement will be permanently banned from participation in SNBS GIK. By signing this form, the Organization, and its designees, agrees to abide by all above guidelines, restrictions and conditions.

Organization Name: _____

Executive Director/CEO Name: _____

Signature of Executive Director/CEO

Date