NON-PROFIT REGISTRATION FORM

STEP 1: ORGANIZATIONAL INFORMATION

Organization’s Name: _______________________________ EIN # (Required) ____________________________

Business Address: _______________________________ City: ___________________________ Zip Code: __________

Phone: __________________ Fax: __________________ Website: __________________________

Contact’s Name: _______________________________ Contact’s Title: _______________________________ 

Contact’s E-mail: ________________________________

Chief Executive’s Name: _________________________ Title: ________________________________

Email: ___________________________ Phone: ____________________________

Estimated Number of Clients Served Per Month: ______________

Mission Statement (Attach separate sheet if necessary) _____________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Please indicate in general, how these items will be Used? Distributed?

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________
STEP 2: Mid-Michigan ReSource (MMR) Warehouse POLICIES AGREEMENT

These policies are designed to simplify operations and allow us to provide deeply discounted on merchandise to your organization. Please help us continue our mission by honoring the policies listed below.

1. **Member Only Shopping:** Each organization can have up to 4 authorized members shop on their behalf. These four members are the ONLY people allowed in the warehouse. However, with advance approval, members can bring up to 2 fellow staff, maintenance people or those that run your pantry to load their vehicles (NO clients or children).

2. **Payment:** Payment is required at time of check out. Listed below are the methods of payment MMR Warehouse accepts.
   a. Pay with credit card.
   b. Pay with check. Made out to Catholic Charities – (MMR Warehouse in memo)
   c. Cash

4. **Children:** No children under the age of 16 are allowed in the warehouse.

5. **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. The purchase price will be returned minus a 10% restocking fee.

6. **Self-Serve:** MMR Warehouse 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.

7. **Inspection of Goods:** MMR Warehouse reserves the right to inspect locations where goods are being stored or used.

Please call us if you have any questions or product needs. We are happy to be of service to your organization.

By signing below, I agree to the terms and conditions noted above in the MMR Warehouse Policies Agreement. Approved members: (Also see Authorized Membership Visitors Update Sheet)

1) Signature: ____________________ Print Name: ____________________ Date: ______________

2) Signature: ____________________ Print Name: ____________________ Date: ______________

3) Signature: ____________________ Print Name: ____________________ Date: ______________

4) Signature: ____________________ Print Name: ____________________ Date: ______________
Proper Use of Donated Product

- Your organization **may use** donated goods **only** as direct charitable donations to people in need or use in your agency facilities. Items are NOT for personal use at home.
- 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.
- Your organization **must not** use donated goods for raffles, auctions, or any fundraising activity.
- Your organization **must not** accept anything of value (including voluntary donations) in exchange for the donated goods.
- Your organization **must not** give any donated goods to its volunteers, officers, directors, employees, or contractors for personal use.
- Your organization **must not** return any donated goods to the manufacturer or to any retail store.
- Your organization **must not** give donations to another nonprofit organization or other entity.
- Your organization **must not** redistribute any donated goods to any location outside of the United States (unless **MMR Warehouse through Good360** has given written permission in advance).
- Only Card Holders allowed in the warehouse – NO children or clients.
- **ALL ITEMS ARE SOLD AS IS. RETURNS NOT ACCEPTED.**

Acceptance of Terms to Participation

I, _____________________________, as the main point of contact for ________________________________ in partnership with Mid-Michigan ReSource Warehouse understand and agree to

- Use of donated product as outlined in this membership application.
- Mid-Michigan ReSource Warehouse policies agreement.
- Verify that each staff and/or volunteer visitor that pickups, receives and/or distributes donated product received from this program through the non-profit membership with Mid-Michigan ReSource Warehouse is aware of the warehouse policies and proper use of donated goods.
- Understands and signs the Fee Agreement Sheet

Recipient Organization: _________________________________________________________________

_________________________________________  ______________________________
Signature of Representative of Recipient Organization  Date

Printed Name and Title: ________________________________________________________________
Step 4:

Authorized Visitors of

______________________________________________________
Member Charity

As of _____________________
Date

Name ______________________________________ Title ______________________________________
☐ Add □ Remove □ Update

Phone __________________________ Email __________________________

Name ______________________________________ Title ______________________________________
☐ Add □ Remove □ Update

Phone __________________________ Email __________________________

Name ______________________________________ Title ______________________________________
☐ Add □ Remove □ Update

Phone __________________________________ Email __________________________

Name ______________________________________ Title ______________________________________
☐ Add □ Remove □ Update

Submitted by:

Name ______________________________________ Title ______________________________________ Date _____________

Internal Use Only:
Date Last Reviewed: ___________________________ Reviewed By: ___________________________
Fees and Other Charges

Membership Fees:

- There is an Annual Fee of $100 to become a member of the Mid-Michigan ReSource Warehouse.
- Any members that pay product fees of $2000 or greater per membership year will have their Annual Membership fee waived. (Product Fee totals determined from invoices)
- Annual Membership Fees pay for up to 4 Membership Cards for your organization.
- Annual Membership Fee Notices will be sent out to organizations 30 days prior to your membership expiration date.
- Annual Membership Fees must be paid within 10 working days after membership date has expired to be in good standing with MMR Warehouse and have the ability to continue to shop.

Product Fees:

Fees are used for product warehouse cost, staffing the warehouse, storage and facility fees, transportation and fuel fees.

- All products are labeled with their respective fees.
- Not all products may have a fee associated with the product.
- Fees on products are generally 80% to 99% off the original retailed price.
- Mid-Michigan ReSource Warehouse has the right to correct any issues with mismarked, damage fee tags, unmarked product fees, or other fee related issues at the time of purchase.
  - Pay with credit card, debit card, cash, or check.
  - Pay with check. Made out to Catholic Charities – (MMR Warehouse in memo)

I understand the Fees as outlined above.

Authorized Organization’s Lead Representative

Name __________________________ Title __________________________ Date ________________
DISPLAY THIS SHEET AT YOUR PANTRY AND FOR ALL STAFF TO READ & UNDERSTAND

Proper Use of Donated Product

- Your organization may use donated goods only as direct charitable donations to people in need or use in your agency facilities.
- 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.
- Your organization must not use donated goods for raffles, auctions, or any fundraising activity.
- Your organization must not accept anything of value (including voluntary donations) in exchange for the donated goods.
- Your organization must not give any donated goods to its volunteers, officers, directors, employees, or contractors for personal use. Can be used in the agency for facilities & offices.
- Your organization must not return any donated goods to the manufacturer or to any retail store.
- Your organization must not give donations to another nonprofit organization or other entity.
- Your organization must not redistribute any donated goods to any location outside of the United States (unless MMR Warehouse has given written permission in advance).
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