



125 Lakeview Drive, Cross Lanes, WV 25313

(storehouse@believeinwv.org)

A project of

Believe in West Virginia

P.O. Box 8622, So. Charleston, WV 25303



Welcome,

Thank you for your interest in becoming a Charter Member of the Believe in West Virginia (BiWV) Storehouse.

Please complete the membership application and return it to our office with a copy of your 501 (c) (3), the \$25 registration fee and your membership fee, which is based on your annual budget. Feel free to contact me for assistance in completing the form, should you need help.

Once we receive and accept your application, we will contact you to let you know about upcoming distributions and to discuss volunteering time to the Storehouse.

We trust that you will find your relationship with those of us that you meet and volunteer alongside at the Storehouse both rewarding and enjoyable. It is our sincere desire to join with you in meeting the physical needs in our shared community – and in so doing building strong personal relationships that model unity, harmony, peace, and reconciliation.

Yours truly,

John deBlecourt

John deBlecourt
Executive Director
Believe in West Virginia

Cell (304) 552-7601
john@believeinwv.org



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STOREHOUSE MEMBERSHIP APPLICATION for **501 (c) (3) AGENCIES and CHURCHES**

The Storehouse is a project of **Believe in West Virginia (BiWV)** that receives and distributes new mostly non-perishable donations from US corporations to meet the needs of its non-profit member organizations - who then re-distribute these donations to the economically disadvantaged communities that they serve free of charge. **Our mission** is to facilitate, strengthen, encourage, capacitate and lower the overhead costs of non-profit organizations in order to help them to accomplish their mission. **Our goal** is to be a channel of blessings, hope and dignity to our members and volunteers and to all whom we serve collectively and to do this in an atmosphere of spirited, diverse volunteerism, love and kindness that deepens and enriches lives.

The Storehouse was founded by **Believe in West Virginia (BiWV)** in 2005 and will freely distribute donations to various communities in West Virginia. Most of the volunteer hours of service come from Storehouse members and other groups, who support the mission of the Storehouse, who offer service each month. Donations received typically include building materials, office supplies, personal care items, cleaning and maintenance supplies, clothing, books, toys and household items.

OUR ORGANIZATION

The Storehouse is the result of **Believe in West Virginia (BiWV)**, a Christian non-profit organization. Founded in 2003, BiWV specializes in the development of programs to meet the personal, spiritual, physical, and economic needs of the citizens of West Virginia.

OUR DONORS

Our donors represent a wide cross-section of small and large US manufacturers and retailers of consumer products. Due to a variety of reasons (style changes, production overrun, etc.), many manufacturers have surplus inventory that has become costly to warehouse or dispose. Donors receive the benefit of favorable tax provisions, which allow for higher levels of deductions for charitable donations of inventory, compared to ordinary disposal.

OUR MEMBERS

Membership is open to any registered non-profit organization that holds a 501(c) (3) certificate from the Federal Government or churches. Members are encouraged to provide volunteers on a regular basis to assist in the Storehouse operations, as well as to agree to comply with federal regulations which define the rules pertaining to the distribution of donations as well as the definitions of recipients of goods. Members pay a one-time registration fee and minimal annual fees, based on their annual operating budgets.



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ANNUAL MEMBERSHIP APPLICATION & PROFILE

Today's Date: _____

1. Organization Name _____
Address _____
City _____ State ____ Zip _____ County _____
Office Phone _____ Fax _____
E-Mail _____ Website URL _____
Organizational Annual Budget _____
Federal I.D. # _____ State Tax Exempt # _____
Organization Chief Executive _____
CEO Phone _____ CEO E-Mail _____
2. Primary Contact Person for Storehouse _____
Work Phone _____ Home Phone _____
Cell # _____ E-Mail _____
3. Additional Authorized User(s) Information:
Name _____
Phone Work _____ Phone Home _____
Cell Phone _____ E-Mail _____
4. Name _____
Phone Work _____ Phone Home _____
Cell Phone _____ E-Mail _____
5. Name _____
Phone Work _____ Phone Home _____
Cell Phone _____ E-Mail _____



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Organization Name: _____

WHAT DOES YOUR ORGANIZATION DO? Provide a brief overview of your agency's mission

WHO DO YOU SERVE? Provide a brief description of the population your organization serves.

HOW MANY PEOPLE DOES YOUR AGENCY REACH? Please provide an estimation of the number of people served over the last 12 months: _____

WHAT DO YOU NEED? Provide a brief list of the types of donated product that would be most useful to your organization.

(Please feel free to add or include agency literature that will clarify your mission.)

Return this signed Application & Profile, your signed Membership Agreement, your signed Member Agency Release Agreement, and a copy of your 501 (c)(3) federal tax exemption letter.

Determine your yearly fee based on your organization's annual budget (See Membership Fee Schedule), make check payable to **Believe in WV**, and submit with all required documents.

Signature _____

Date _____



Sharing Tangible Hope

2006 Membership Fees Schedules & Worksheet

- * Members will pay a one-time \$25.00 registration fee along with first year's fees.
- * Members will pay annual fee based on agency's annual budget (see below).
- * Fees will become due each year on January 1st and are for one calendar year.
- * Members are encouraged to donate a minimum of 4 Hours of Volunteer time per month.

2006 Annual Fees Schedule

YEARLY BUDGET	MEMBERSHIP FEES 2006
Budgets under \$50,000.00 per year	\$100.00
Budgets between \$50,000 - \$99,999.00 per year	\$250.00
Budgets between \$100,000 - \$299,999.00 per year	\$350.00
Budgets between \$300,000 - \$499,999.00 per year	\$500.00
Budgets between \$500,000 - \$799,999.00 per year	\$750.00
Budgets over \$800,000.00	\$1,000.00

NOTE: These schedules and fees may be subject to change at any time.

MEMBER PAYMENT CALCULATION WORKSHEET

ORGANIZATION'S ANNUAL BUDGET	\$ _____
STOREHOUSE MEMBERSHIP FEES	\$ _____
ONE - TIME REGISTRATION	\$ 25.00
TOTAL AMOUNT DUE	\$ _____
CHECK NUMBER	\$ _____
ANNUAL MEMBERSHIP EXPIRES	December 31, 2006
DUE NEXT YEAR	\$ _____

SAMPLE CHECK for INSTRUCTION

YOUR NAME & ADDRESS	_____
AS ON YOUR CHECK	Date
Pay to the order of <u>Believe in WV Storehouse</u> \$ _____	

Memo: Storehouse – New Member Registration & Fees



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MEMBERSHIP AGENCY RELEASE AGREEMENT

WHEREAS, **Believe in West Virginia (BiWV)** has offered to provide and supply certain foods, foodstuffs, medical/hospital supplies, pharmaceuticals, or other donated products as available to the agency listed below, a 501(c)(3) charity, or church, hereafter referred to as the "Donee" and

WHEREAS, the Donee has warranted to the title owner, BIWV, that all items received will be duly inspected by a qualified member of their staff and found fit for human consumption, if applicable, or they will not be accepted.

THEREFORE, Donee hereby warrants, represents, and guarantees as follows:

1. That it has been awarded the status of a 501 (c) (3) charity by the Internal Revenue Service, or is a church.
2. That BIWV and the primary donor have specifically disclaimed any warranties or representations; expressed or implied, as to the purity or fitness for consumption of any or all such donated items.
3. That all items accepted are accepted in an "as is" condition.
4. That Donee will utilize employees or volunteers having sufficient training, expertise in evaluation, handling, preparation, feeding, using of donated items to safely and properly judge, handle, prepare, feed, or use.
5. That Donee because of the qualification of its personnel, as above specified, hereby accepts full responsibility for the purity and fitness for human consumption or use of any and all items accepted.
6. That Donee will serve/use the product as soon as possible, to provide maximum utility.
7. That Donee hereby warrants and guarantees to BIWV, and to the primary donor, that it will hold them harmless of action, suits of law or inequity, or any obligation whatsoever arising out of or attributed to any action by the Donee in connection with its storage and/or use of the items supplies to it by BIWV.
8. That Donee will use the donations solely for projects within their organization relating to its exempt purpose and solely for its constituents or ministry participants.
9. That Donee will neither offer for sale, sell, transfer, nor barter the products supplied by BIWV in exchange for money, other properties, or services unless written consent is received from BIWV and the primary donor.
10. That Donee will not "pass through" this donation to another U.S. nonprofit organization except in the context of "partnerships." Furthermore, Donee agrees that any partnership it has in the distribution and use of items received from BIWV will only record one hundred percent (100%) of the total fair value of the items received from BIWV.
11. That Donee agrees to pay yearly fees calculated on a sliding scale based on member's yearly budget, in addition to a first-time one-time \$25.00 Registration Fee upon joining, and any other fees that may be instituted.
12. That Donee must supply the Storehouse with a copy of their Federal Tax Exemption 501 (c) (3) status classification along with Federal & State Tax Exempt numbers when submitting their application, and upon yearly renewal.
13. That Donee understands that membership is not transferable and must be renewed annually.
14. That Donee understands members distributing to individuals under the auspices of their organization will establish that the individual complies with the definition of a "person in need" according to Treasury Regulation 1.170A-4 A (b) (2)(D).
15. That Donee may designate up to four individuals who will have access to the Storehouse and are eligible to receive donations.
16. That Donee agrees to update addresses, phone/fax numbers, email addresses, changes in authorized representatives, etc. in writing.
17. That Donee agrees to have their name and/or photo listed as members of the Storehouse in any internal or external documents.
18. That Donee agrees to complete a **Donation Feedback Form** necessary for tax auditing purposes, and return to the Storehouse within two weeks. NOTE: Members who do not submit Donation Feedback Forms will not be eligible for further distributions.

I have read, understand, and agree to comply with the above rules for membership. I realize that I will jeopardize the status of my membership if I am in violation of any of the above. The undersigned hereby warrants that he/she is a legally warranted and authorized agent of the Donee whose name appears below and be his/her signature does hereby bind it to the terms, conditions, and limitations of this document of release, according to Treasure Regulation 1.170A-4(b)(4).

Agency _____

Print Name & Title _____

Signature _____ Date _____



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Organization Name: _____

APPLICATION COMPLETION CHECKLIST:

1. Completed Application and Membership Profile
2. Signed Member Agency Release Agreement
3. Copy of 501(c)(3) certification specifically addressed to your agency or Church By-Laws
4. Check for \$ _____
 - o \$25 one-time registration – for new members
 - o plus \$ _____ fees

Mail Membership Application Profile, Fees Schedule Worksheet, signed release, 501 (c) (3), and check to:

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