



Storehouse West Virginia TM

A ministry project of
Believe in West Virginia
P.O. Box 8622, So. Charleston, WV 25303

storehouse@believeinwv.org



Sharing Tangible Hope

Welcome,

Thank you for your interest in Storehouse West Virginia TM, a ministry project of Believe in West Virginia (BiWV).

All groups who receive product from the Storehouse need to complete an application. There is no charge to obtain products from Storehouse West Virginia TM. Donations will be made to any 501 (c) (3) non-profit organization or church. Please complete the application and return it to our office with a copy of your 501 (c) (3) determination letter or church by-laws, so that you may receive items from the Storehouse. 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. We allow organizations to receive product from the Storehouse once a month. All visits to the Storehouse are by appointment, usually on Tuesdays and Thursdays, but we will try to work with your schedule.

Storehouse West Virginia TM relies on the help of volunteers to accomplish most of the things that are done. If you, or others from your organization, would be willing to volunteer please contact us. We are working on job descriptions for volunteers, which when completed will be posted on our website.

We trust that you will find your relationship with those you meet, and volunteer alongside of, at the Storehouse to be both rewarding and enjoyable. It is our sincere desire to join with you in meeting the physical needs of 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**

Storehouse West Virginia TM is a ministry project of **Believe in West Virginia (BiWV)** that receives and distributes new mostly non-perishable donations from US corporations to 501 (c) (3) organizations and churches - 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 charitable mission. **Our goal** is to be a channel of blessings, hope and dignity to our members, 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.

In 2005 **Storehouse West Virginia** TM was founded by **Believe in West Virginia (BiWV)** and will freely distribute donations to all communities in West Virginia. Most of the work at the Storehouse is done by volunteers, who wish to bless others through their labor. The type of products typically received include building materials, office / school supplies, personal care items, cleaning and maintenance supplies, clothing, books, toys and household items.

OUR ORGANIZATION

Believe in West Virginia (BiWV) is 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. For a variety of reasons (style changes, production overrun, stale dates, warehousing costs, etc.) many manufacturers and retailers need to dispose of surplus inventory. 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 501(c) (3) non-profit organization or church. Members 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 are encouraged to provide volunteers on a regular basis to assist in Storehouse operations.

PARTNERSHIP OPPORTUNITY

The cost of operating **Storehouse West Virginia** TM is covered through donations, fund raising events, and grants. One way for us to remain sustainable is to allow organizations who benefit from the work of the Storehouse to Partner with **Storehouse West Virginia** TM. We know that not all organizations can afford to become partners, and they are still eligible to receive the same type of donations from the Storehouse, but the gifts are needed to allow us to continue to operate. We have developed a suggested yearly donation amount, which is listed on the next to last page of the application. If you can come along side of us, your help would be greatly appreciated.



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MEMBERSHIP APPLICATION & PROFILE

Today's Date: _____

1. Organization Name _____
 Street Address _____
 Mailing Address _____
 City _____ State ____ Zip _____
 Office Phone _____ Fax _____
 Website URL _____
 Organizational Annual Budget _____
 Federal I.D. # _____ State Tax Exempt # _____
 Organization Chief Executive _____
 CEO Title _____ CEO Phone _____
 CEO E-Mail _____

2. Primary Contact Person for Storehouse _____
 Mailing Address _____
 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 _____

Home County	
Other Counties Served (Please Circle)	
Barbour	Berkeley
Boone	Braxton
Brooke	Cabell
Calhoun	Clay
Doddridge	Fayette
Gilmer	Grant
Greenbrier	Hampshire
Hancock	Hardy
Harrison	Jackson
Jefferson	Kanawha
Lewis	Lincoln
Logan	Marion
Marshall	Mason
McDowell	Mercer
Mineral	Mingo
Monongalia	
Monroe	Morgan
Nicholas	Ohio
Pendleton	Pleasants
Pocahontas	Preston
Putnam	Raleigh
Randolph	Ritchie
Roane	Summers
Taylor	Tucker
Tyler	Upshur
Wayne	Webster
Wetzel	Wirt
Wood	Wyoming



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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: _____

Circle the groups you primarily work with: CHILDREN ELDERLY MEN WOMEN

OTHER (List) _____

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 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.

Signature _____

Date _____



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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 must supply Storehouse WV 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.
12. That Donee understands that membership is not transferable and must be renewed annually.
13. 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).
14. That Donee may designate up to four individuals who will have access to the Storehouse and are eligible to receive donations.
15. That Donee agrees to update addresses, phone/fax numbers, email addresses, changes in authorized representatives, etc. in writing.
16. That Donee agrees to have their name and/or photo listed as members of Storehouse West Virginia™ in any internal or external documents.
17. That Donee agrees to complete a **Donation Feedback Form**, when requested, which is necessary for tax auditing purposes, and will return it to the Storehouse within two weeks. NOTE: Members who do not submit Donation Feedback Forms will not be eligible for further distributions.
18. That Donee agrees to provide a report on how product is being used. (Accompanying pictures would be appreciated.)

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 that 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 _____



Sharing Tangible Hope

Suggested Partnership Donation Schedule

Organization Name: _____

The following are suggested for those wishing to become Storehouse Partners:

- * Partners are asked to make a one-time \$25.00 registration donation.
- * Partners are asked to make an annual donation based on agency's annual budget (see below).
- * Partner will be reminded of their annual donations prior to the anniversary of their Partnership.
- * Local Partners are encouraged to donate 4 Hours of Volunteer time per month.

Annual Suggested Donation Schedule

YEARLY BUDGET

Suggested Donation

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: Donations are optional; organizations who can not partner will still be eligible to receive items from Storehouse West Virginia TM.

SUGGESTED DONATION CALCULATION WORKSHEET

ORGANIZATION'S ANNUAL BUDGET \$ _____

SUGGESTED ANNUAL DONATION \$ _____

ONE – TIME REGISTRATION \$ 25.00

TOTAL DONATION AMOUNT \$ _____

CHECK NUMBER _____

Annual partnership gift will be renewable one year from application date.

Renewal Date _____

Donations should be made out to Believe in WV Storehouse.

Mail Donations to Believe in West Virginia, P.O. Box 8622,
South Charleston, WV 25303

For Office Use Only:



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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

Optional:

4. Check for \$ _____
 - o \$25 one-time registration – for new members
 - o plus \$ _____ as annual suggested donation

Mail Membership Application Profile, signed release,
501 (c) (3) letter, and any donation to:

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