



## Storehouse West Virginia <sup>TM</sup>

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

[storehouse@believeinwv.org](mailto:storehouse@believeinwv.org)



Welcome,

Thank you for your interest in Storehouse West Virginia <sup>TM</sup>, 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 <sup>TM</sup>. 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 GiK general products from the Storehouse once a every 30 days. Organizations can schedule Building Material pick-ups as needed. 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 <sup>TM</sup> 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 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](mailto:john@believeinwv.org)

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

**Storehouse West Virginia** <sup>TM</sup> is a ministry project of **Believe in West Virginia (Believe)** 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** <sup>TM</sup> was founded by **Believe in West Virginia** 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** is a Christian non-profit organization. Founded in 2003, the mission of Believe is to be a Christ centered catalyst helping transform the economic, political, social, and spiritual environment 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** <sup>TM</sup> 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** <sup>TM</sup>. 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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Sharing Tangible Hope

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(Internal Use)

Organization  
Number

\_\_\_\_\_

## MEMBERSHIP APPLICATION & PROFILE

Today's Date: \_\_\_\_\_

1. Organization Name \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State WV 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 \_\_\_\_\_

Position / Title with Organization \_\_\_\_\_

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)

- |                   |                  |
|-------------------|------------------|
| <b>Barbour</b>    | <b>Berkeley</b>  |
| <b>Boone</b>      | <b>Braxton</b>   |
| <b>Brooke</b>     | <b>Cabell</b>    |
| <b>Calhoun</b>    | <b>Clay</b>      |
| <b>Doddridge</b>  | <b>Fayette</b>   |
| <b>Gilmer</b>     | <b>Grant</b>     |
| <b>Greenbrier</b> | <b>Hampshire</b> |
| <b>Hancock</b>    | <b>Hardy</b>     |
| <b>Harrison</b>   | <b>Jackson</b>   |
| <b>Jefferson</b>  | <b>Kanawha</b>   |
| <b>Lewis</b>      | <b>Lincoln</b>   |
| <b>Logan</b>      | <b>Marion</b>    |
| <b>Marshall</b>   | <b>Mason</b>     |
| <b>McDowell</b>   | <b>Mercer</b>    |
| <b>Mineral</b>    | <b>Mingo</b>     |
| <b>Monongalia</b> |                  |
| <b>Monroe</b>     | <b>Morgan</b>    |
| <b>Nicholas</b>   | <b>Ohio</b>      |
| <b>Pendleton</b>  | <b>Pleasants</b> |
| <b>Pocahontas</b> | <b>Preston</b>   |
| <b>Putnam</b>     | <b>Raleigh</b>   |
| <b>Randolph</b>   | <b>Ritchie</b>   |
| <b>Roane</b>      | <b>Summers</b>   |
| <b>Taylor</b>     | <b>Tucker</b>    |
| <b>Tyler</b>      | <b>Upshur</b>    |
| <b>Wayne</b>      | <b>Webster</b>   |
| <b>Wetzel</b>     | <b>Wirt</b>      |
| <b>Wood</b>       | <b>Wyoming</b>   |

WV Congressional District \_\_\_\_\_

WV Senate District \_\_\_\_\_



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Organization Name: \_\_\_\_\_

**WHAT DOES YOUR ORGANIZATION DO?** Provide a brief overview of your agency's mission & mission statement \_\_\_\_\_

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

**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) \_\_\_\_\_

How will you use the items received to help the group(s) circled above \_\_\_\_\_

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

**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 Treasury 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 <sup>TM</sup>.*

#### 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 \$ \_\_\_\_\_
  - \$25 one-time registration – for new members
  - plus \$ \_\_\_\_\_ as annual suggested donation

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

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