



## **United Way Distribution Services Membership Application and Agreement July 1, 2016 - June 30, 2017**

Our United Way recognizes the value of Product Philanthropy as a direct service program of our organization. To that end, we have joined United Way Distribution Services (UWDS) to serve the Product Philanthropy needs of the United Way System in Central New England. This program will serve both our donor companies who wish to donate serviceable used items such as office furniture, equipment, and computers while at the same time benefitting our community partner agencies who will benefit from these donations. This is a robust program that collects and distributes products from Gifts in Kind International and local companies and institutions.

### **Membership Has Its Advantages**

Agencies that join United Way Distribution Services will have access to a wide range of products for a tiny fraction of the retail cost, allowing you to secure much needed materials you may otherwise be unable to purchase in these challenging economic times. You pay only 15% of the retail value!

Members are eligible to participate in our bulk purchasing program where consumable products you use every day will be available at discounted pricing. UWDS also offers delivery to any member agency for a small cost of \$25 per hour.

### **Who Can Join and What Does it Cost?**

Any non-profit, municipality, school system, or faith-based organization can participate in United Way Distribution Services. We have adopted a single annual membership fee of \$100 for any organization that is located in the service area of a UWDS member United Way. For organizations whose local United Way is not a member of UWDS, membership is \$200 per year.

For organizations that contain more than 1 off site location/program, annual membership fee will be negotiated based on the size of your agency and the number of satellite locations.

**Member Requirements**

United Way Distribution Services agency members must abide by the following:

1. Products received from UWDS are sold as is.
2. Products are never to be returned to UWDS, the original vendor, or the manufacturer.
3. Products are never to be resold in any way, shape or form.

Other terms and conditions can be found on our website at: [www.uwotc.org/uwds](http://www.uwotc.org/uwds)

*By signing this document, you are agreeing that your organization and its representatives agree to the above membership terms and conditions. Failure to comply may result in member suspension or termination.*

**This agreement expires June 30, 2017**

Signature of Executive \_\_\_\_\_

Print Executive Name \_\_\_\_\_

Print Title \_\_\_\_\_

**ANTI-TERRORISM COMPLIANCE MEASURES**

In compliance with the US PATRIOT Act and other counterterrorism laws, the United Way of Tri-County requires that each agency certify the following:

“I hereby certify on behalf of \_\_\_\_\_ [name of agency] that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.”

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Annual Fee Paid: \_\_\_\_\_

UWDS Member #: \_\_\_\_\_

**Agency Contact Information**

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Name of primary Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Please provide a valid e-mail address and update us if there is a change as e-mail is our primary form of communication)

Fiscal Year End: \_\_\_\_\_

Is your agency partnered with a United Way? \_\_\_\_\_

If so which one? \_\_\_\_\_

Does your agency have multiple locations? \_\_\_\_\_

If so how many and where are they located? \_\_\_\_\_

(Attach a separate sheet if necessary. Annual Membership fee is subject to change depending on the number of programs)

If being referred by an agency, please list the agency: \_\_\_\_\_

Membership Packet contains the following:

1. 501(c)3 letter from the IRS
2. Check for non-refundable annual membership fee

*Checks to be made out to The United Way of Tri-County*

1. Signed agreement from Agency Executive Director
2. Signed Anti-Terrorism Compliance sheet
3. Completed Agency Contact sheet

Once your application has been processed you will be contacted. Please mail your **complete** membership packet including payment to:

**United Way Distribution Services  
C/O United Way of Tri-County  
46 Park Street  
Framingham, MA 01702  
Attention: Moe Edwards**