



To complete the enrollment as a member of GIK Chattanooga, please submit each of the following:

- Membership Fee \$150.00 (per year) Please make checks payable to Gifts in Kind Chattanooga
- A copy of your **Federal 501(c) 3** Determination Letter from the **Internal Revenue Service**
- Completed GIKC Application and Survey Form
- Completed GIKC Memorandum of Understanding

GIKC Memorandum of Understanding

To be eligible for the Gifts In Kind Chattanooga Program, the organization must meet and/or agree to the following requirements. This Memorandum must be read and signed by the CEO and/or Board Chair of the requesting organization.

As an authorized representative of the organization listed below, I certify that:

1. The organization is a 501 (c) 3, nonprofit organization as described in the IRS Code.
2. Product, goods or services acquired by this organization through GIKI and GIKC will be used solely for the care of the ill, needy or infants/youth (as those terms are defined in applicable U.S. Treasury regulations.)
3. The products, goods or services will not be transferred (or attempted to be transferred) by the organization in exchange for money, property or other services **under any circumstances.**
4. Adequate books and records of all donations received will be maintained as required by applicable tax regulations, and made available to Gifts In Kind International or the Internal Revenue Service upon their request.
5. I understand any unauthorized use of donated products will result in permanent revocation of membership and appropriate legal action being taken.
6. The products, goods and services will be used in furtherance of the purposes, which make our organization tax-exempt.
7. Payment of distribution invoices is due 30 days from the distribution event. Distribution Privileges from GIKC and GIKI will be suspended upon failure to pay invoices for 60 days. No personal checks accepted.
8. The donor company, Gifts In Kind Chattanooga and the United Way of Greater Chattanooga make no warranty, either expressed or implied, as to the product's usability. All donations are offered on an "as is" condition.

Signature of Executive Director, CEO or Board Chair

Date of Signature

Print Name

Title

email

Organization/Agency Name

Billing Address

City

State /Zip

Phone: _____

Fax: _____

Please list the names of two additional agency representatives who will be authorized to receive donated products, goods or services from the GIK Chattanooga Distribution Warehouse.

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Please notify GIKC if there is a change in authorized representatives for receipt of donated products.