



**The Moore Wright Group (TMWG)**  
Resource Connection Center  
Partnership Application

Please complete the application to the best of your ability, attach all required documentation and submit to:  
Email: [rcc@tmwg.org](mailto:rcc@tmwg.org) or at the Resource Connection Center in person. If you have questions, please email us at  
[rcc@tmwg.org](mailto:rcc@tmwg.org) or contact our office at (360) 207-0188

**PART 1: ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ EIN # or School ID#: \_\_\_\_\_

Business Address: \_\_\_\_\_

Storage Address: (if different):  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Primary Contact Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Chief Executive Full Name: \_\_\_\_\_

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

Mission Statement (Attach separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Number of Clients Served Per Month: \_\_\_\_\_

Population Served: \_\_\_\_\_

Do you service Minority, or Socially Disadvantaged Populations (if so who):  
\_\_\_\_\_  
\_\_\_\_\_

Direct or Indirect Service Provider: \_\_\_\_\_

Does your organization provide case management? \_\_\_\_\_



Do you have multiple offices and or locations (if so where are they located)?

---

---

What are your main programs and services (attach information if you would like):

---

---

---

---

---

---

---

What is your Organizations Operational Budget: \_\_\_\_\_

How long has your organization existed: \_\_\_\_\_

Does your organization operate a thrift store or resale shop?  Yes  No (note items received from TMWG cannot be resold or raffled/auctioned). If answered yes, provide shop/store address: \_\_\_\_\_

Would you be looking for a year round, seasonal, or holiday partnership: \_\_\_\_\_

If just holidays or seasonal which ones and when would you start gathering donations:

---

---

---

How many people from your organization would be utilizing our services and picking up items? \_\_\_\_\_

Names of authorized people picking up items (we will ask for email addresses and list if approved):

---

---

---

How much does your organization have budgeted to purchase the items you would receive from the RCC?

---

Are you currently purchasing items you would like to obtain from this partnership?

---

How would you normally obtain the items we offer at the RCC?

---

Do you have a special program you would particularly be using the RCC partnership for?

---



If you have a special program, do you have a program budget, and if so, what is the budget? \_\_\_\_\_

Does your organization have the capacity to take pallet quantities of items? \_\_\_\_\_

Are you interested in pallet quantities of items? \_\_\_\_\_

Do you have any interest in truckloads of certain items? \_\_\_\_\_

Do you rely heavily on volunteers? \_\_\_\_\_

Do you have a volunteer donation policy? If so, please explain

---

---

Please provide us with 2 partner references to contact (Organization name, Person Name, Title and Contact information) \_\_\_\_\_

---

---

---

---

---

---

Why do you want a partnership with The Moore Wright Group for the RCC?

---

---

---

---

How did you hear about us? \_\_\_\_\_

Have you already toured our facility? \_\_\_\_\_

## **PART 2: REQUIREMENTS**

All required documentation must be submitted with the completed application. Please include the following with your completed application:

- 501(c)(3) Certification from Internal Revenue Service
- 990 or financials
- State registration



### **PART 3: DONATION ACCEPTANCE AGREEMENT**

**This section must be read and signed by all authorized members and an authorized representative of the organization.**

TMWG and its registered nonprofit partners take their responsibility to serve those in need very seriously. Organizations failing to adhere to the following guidelines will be prohibited from participating in programs administered by TMWG and, if appropriate, legal action will be taken.

By accepting products and services from The Moore Wright Group (TMWG), you certify that:

1. It is an organization described in Section 501(c)(3) of the Federal Internal Revenue Code or a recognized U.S. Indian reservation; and/or is exempt under Section 501(c)(3); and is not a private foundation (other than an operating foundation described in Section 4942(j)(3)).
2. The goods will be used for the care of the ill, needy or youth/children/infants and must be given away **free of charge** (as those terms are defined in applicable U.S. Treasury regulations). In addition, the goods can be used by your office for administrative purposes. The use of goods will be related to the purpose of the organization that makes it tax exempt.
3. The geographic scope of services must be within your local community. Items cannot be shipped outside of the U.S. without advanced written permission.
4. The use of the goods does not authorize the organization to sell, trade, barter or otherwise transfer the items for money, property or services in order to operate or related to the operation of its offices or to pay any administrative fee to The Moore Wright Group (TMWG) or any shipping charges related to the procurement of the goods.
5. Goods cannot be transferred to other nonprofit organizations or groups without advance written permission from The Moore Wright Group (TMWG). Please note that if written approval is granted by The Moore Wright Group (TMWG), charities receiving the goods must be registered directly with The Moore Wright Group (TMWG).
6. Goods cannot be used for fundraisers, raffles or auctions; given to volunteers or staff members; or sold in retail stores, on web sites, in flea markets, or in any other manner.
7. The organization agrees to maintain adequate books and records of these items as required by applicable tax regulations and to make such records available upon request to The Moore Wright Group (TMWG) and/or the Internal Revenue Service. The organization agrees to provide complete substantiation of its distribution of all product donations to the Internal Revenue Service and the Moore Wright Group (TMWG) promptly upon request.
8. The organization must have and adhere to a nondiscrimination policy such as "No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language difference, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability."
9. You agree that this restriction may be enforced by a court entering equitable relief including, but not limited to, injunctive relief. The Moore Wright Group (TMWG) reserves the right to limit, restrict or terminate any order of donations requested by your organization at any time without cause and without notice.
10. Donations must be stored at a business location and not a personal residence.

Breach of your organization's obligations as stated above will entitle TMWG to rescind this agreement and recover any and all donated goods. In this connection, your organization agrees that the remedy of monetary damages is not exclusive and is inadequate and that TMWG will be immediately and irreparably damaged by any such breach. In such an event, your organization consents to the imposition of a constructive trust on any and all such goods in favor of TMWG and further consents to a temporary, preliminary and permanent injunction in favor of TMWG, forbidding your organization from making any disposition of the goods and requiring your organization to return immediately all such goods to



TMWG, as it directs. Your organization agrees to pay TMWG in full for any expenses, including legal fees, incurred in connection with investigating, preparing for, litigating, or settling any action brought under any breach of an obligation stated above.

**By signing below, I agree with the terms and conditions noted above in the *Donation Acceptance Agreement*.**

**Signature of Chief Executive:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

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

#### **PART 4: The Moore Wright Group (TMWG) WAREHOUSE POLICIES AGREEMENT**

These policies are designed to simplify our operations and allow us to provide free and deeply discounted merchandise to your organization. These policies must be adhered to at all times.

1. **RETURNS:** Items that do not work properly may be exchanged for other merchandise must be in the same condition as when received.
2. **Partner Only Shopping:** Each organization is only allowed to send approved people from their organization to pick up items from the RCC
3. **Children:** No children under the age of 16 are allowed in the warehouse without prior authorization.
4. **Holds:** We do not offer holds on products. Products can be stored for up to 72 hours after purchased to allow your organization to arrange pick up. If products are not picked up within 72 hours, they will be returned to inventory.
5. **Self-Serve:** We love helping our members but The Moore Wright Group (TMWG) is primarily a self-serve warehouse. We are a small nonprofit with limited resources. We will help you get items down from our racks and load them in your vehicle, but members need to be prepared to shop on their own. When obtaining large quantities or oversized items any assistance you can provide is appreciated.
6. **Inspection of Goods:** The Moore Wright Group (TMWG) reserves the right to inspect locations where goods are being used.

**By signing below, I agree with the terms and conditions noted above in The *Moore Wright Group (TMWG) Warehouse Policies Agreement*.**

**Chief Executive:**

1. **Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

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