



## MEMBERSHIP APPLICATION

### What is OneSource Center?

OneSource Center provides trusted services, products and connections to Greater Cincinnati area nonprofits - helping nonprofits enhance their impact in the community. OneSource Center provides solutions that help nonprofits thrive. Whether the need is for office furniture or items to help improve a nonprofit’s outreach; we have a warehouse of goods available for a low administrative fee. In addition, our consulting services, coaching, leadership development trainings, community calendar, online resources, and more are available to assist and guide.

### Why Become a OneSource Member?

When you sign up to be a OneSource Center Member, you’re signing up for access to Greater Cincinnati’s only all-encompassing membership for nonprofits. Whether you choose our basic or premium membership, there’s something every nonprofit can use – from free vouchers, access to our Common Good Store to shop, or 403b Retirement plan participation at no cost to the agency – we have something for every nonprofit organization. A nominal annual fee gives you access to become a OneSource Center member. Nonprofit agencies can choose their level of membership benefits – Basic or Premium. Either way you’ll be a OneSource Center Member, and all of the added benefits that come with it.

### Who is Eligible?

Tax-exempt organizations qualify for OneSource Center Membership, including: Nonprofits with a tax-exempt 501(c) determination letter from the IRS; Public and private schools; Government bodies; and religious institutions

### Member Rates

OneSource Center is a nonprofit agency itself and relies on memberships to help us amplify our impact in the community. Membership rates are based on agency annual operating budgets and are valid annually January through December. Basic membership value is \$1,450 and Premium membership value is more than \$3,000. Spend only a fraction of that on a OneSource Center membership and reap the rewards!

**Questions?** Contact OneSource Center Membership Coordinator, Ev Coleman, at [ecoleman@onesourcectr.org](mailto:ecoleman@onesourcectr.org) or at 513-554-4944.

OneSource Center Membership Rates		
Agency Annual Budget (line 12 of 990)	Basic	Premium
<\$500,000	\$75	\$150
\$500,000 - \$1 Million	\$100	\$200
>\$1 Million - \$3 Million	\$150	\$300
>\$3 Million	\$300	\$600

[Visit our website membership page for more details on benefits.](#)

OneSource Center Membership Benefits	Basic	Premium
Weekday access to the <a href="#"><u>Common Good Store</u></a>	✓	✓
Discounts on staff and board training	✓	✓
Annual no-cost Financial Checkup	✓	✓
90-Minute Coffee Chat to talk Leadership & Strategy with a Consultant	✓	✓
<a href="#"><u>Free vouchers</u></a> for nonprofit agency clients to shop in our Common Good Store (Value: \$500; \$1250+)	20	50 (renewable)
Access to Toys during Summer Toys for Tots Unplug and Play toy distribution*	✓	✓
Retirement plan participation		✓
Affinity health plan program		✓
90-Minute Dialogue with a Conflict Resolution Professional		✓
90-Minute HR Advising Session with a Consultant		✓
Free <a href="#"><u>Coursera</u></a> training program licenses, trainings curated for your agency (Value: \$399)		✓
Opportunity to participate in other member-only events	✓	✓



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## ONESOURCE CENTER MEMBERSHIP APPLICATION

Select

- New Member – please fill out ALL information and attach requested documents to complete membership
- Returning Member – same address, phone number and executive director name and email as in 2023
- Returning Member – we need to update our information

Date: \_\_\_\_\_ Organization's Tax Exempt Number: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Organization's Legal Name (if different than above): \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Web Address: \_\_\_\_\_

Name of Executive Director/CEO: \_\_\_\_\_

Email Address for Executive Director (CEO): \_\_\_\_\_

Billing Contact name: \_\_\_\_\_ Billing Email Address \_\_\_\_\_

Primary shopper name: \_\_\_\_\_ Primary Shopper Email \_\_\_\_\_  
(for the Common Good store)

Name of Board Chair name \_\_\_\_\_ Board Chair email \_\_\_\_\_

Note: To receive newsletters and other mailings, visit <https://onesourcecenter.org/newsletter-signup/>

Annual Budget (Line 12 of your 990): \_\_\_\_\_ How many staff members do you have? \_\_\_\_\_

Estimate number your agency serves annually \_\_\_\_\_

What sector do you identify as primary service area? (**choose one**)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Alcohol Care/Environment   | <input type="checkbox"/> Arts/Culture  | <input type="checkbox"/> Children/Youth Services          |
| <input type="checkbox"/> Disabled Services          | <input type="checkbox"/> Education     | <input type="checkbox"/> Employment/Workforce Development |
| <input type="checkbox"/> Health                     | <input type="checkbox"/> Housing       | <input type="checkbox"/> Human Services (general)         |
| <input type="checkbox"/> Immigrant/Refugee Services | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Recovery/Alcohol/Drug Treatment  |
| <input type="checkbox"/> Religion                   | <input type="checkbox"/> Seniors       | <input type="checkbox"/> Other (specify) _____            |

Who do you primarily serve (**choose one**):

- Babies
- Children/Youth
- Adults only
- Families with Children
- General population
- Other (specify) \_\_\_\_\_

Do your services include supporting your clients with products and/or furniture?

- Yes, often
- Occasionally
- No
- Possibly in the future

Do you provide residential services or group homes?  Yes  No



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(Optional) Please let us know areas where we can assist you in 2024. Select all that apply.

- Free 90-minute coffee chat with a consultant
- Tour of the Common Good Store
- Upcoming strategic planning or other consulting needs
- Leadership development programs for managerial or executive staff
- Custom staff training or individual coaching
- Registration for taking any of the free Coursera online courses
- Health insurance plan for staff
- Free vouchers for agency clients to shop for Common Good Store
- No-cost agency financial checkup
- Other \_\_\_\_\_

Select Membership level

Agency Annual Budget (line 12 of 990)	Basic	Premium
Budget less than \$500,000	<input type="checkbox"/> \$75	<input type="checkbox"/> \$150
Budget \$500,000 to \$1 Million	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200
Budget >\$1 Million - \$3 Million	<input type="checkbox"/> \$150	<input type="checkbox"/> \$300
Budget >\$3 Million	<input type="checkbox"/> \$300	<input type="checkbox"/> \$600

- Please attach proof of tax-exempt status (IRS determination letter)
- Please attach Sales and Use Tax Blanket Exemption Certificate

**Please enclose membership fee along with completed membership application.**



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## **ONESOURCE CENTER MEMBERSHIP & OVERVIEW AGREEMENT**

***Please carefully review membership terms and share with organization representatives who will be using this OneSource Center membership. All representatives are responsible for following the membership agreement.***

\_\_\_\_\_ understands that:

*(Organization's name here)*

1. Membership benefits are for your agency only and may not be extended/shared with other organizations.
2. An administrative fee of 10% to 30% of the fair market value is applied to all services and merchandise to defray operating expenses.
3. OneSource Center may be taking pictures and/or videos of members. Members consent to the use, distribution and publishing of these images in any medium or format and by any means further to OneSource Center carrying out its purpose. The complete OneSource center photo release is here: <https://onesourcecenter.org/photo-release>
4. OneSource Common Good Store is open for shopping Monday through Friday, 8:30 AM to 3:30 PM.
5. Merchandise is sold "as is" without any warranty. Merchandise must be picked up within seven business days of purchase. After that time, your account will be credited with the invoice amount, minus a 25% restocking fee and items will be placed back into inventory.
6. Delivery service is provided for a small fee (\$75) to your organization's business address. We will not deliver to storage facilities or locations only accessible by stairs.
7. OneSource Center reserves the right to refuse or terminate any membership at any time at its sole discretion. Except as provided below, if OneSource Center terminates a membership, the member will be reimbursed on a pro-rated basis for any membership fee already paid.
8. Membership is subject to compliance with OneSource Center rules, including those listed above. A violation of any OneSource rule may result in termination of membership with no right to reimbursement of any membership fee paid.
9. OneSource is released from all liabilities or claims arising for the use of resources acquired from OneSource Center and you agree to defend, indemnify and hold OneSource Center harmless for any such liabilities or claims.

I, the Executive Director (CEO) of \_\_\_\_\_ have read, understand and agree to comply with the requirements of OneSource Center. I certify that all information provided by the organization to OneSource Center is true and correct to the best of my knowledge.

Printed Name: \_\_\_\_\_

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

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

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

**The following Good360 form only needs to be filled out if you intend to use our Common Good Store for purchases in the Furniture Bank or Marketplace.**

## **GOOD360'S DONATION ACCEPTANCE AGREEMENT**

\_\_\_\_\_ understands and agrees that this is a contract for the receipt, and use, by

\_\_\_\_\_ (the organization that you represent) of certain items that were donated to Good360 by certain corporations and/or other donors ("Donated Goods"). You agree and affirm that your organization is a registered member of Good360 and that, as a result of your registration, you are eligible to receive certain Donated Goods from Good360. You further agree to the terms and conditions expressed below. Your organization may be suspended or terminated from Good360 for violating these terms and conditions.

Where written, "You" refers to, and is binding upon, the organization as a whole.

### **Membership**

• \_\_\_\_\_ (the organization) is a (a) tax-exempt organization as described in Section 501(c)(3) of the Federal Internal Revenue Code; (b) a tax-exempt school or library; or (c) a federally recognized U.S. Indian tribe or its political subdivision or reservation; and (d) not a private, non-operating foundation.

### **Using Donated Goods**

- You agree to use the Donated Goods solely to further a purpose or service related to the core purpose and/or programs supporting your tax exempt designation and, wherever and to the greatest extent possible, to support your work to care for the ill, needy or youth. You further agree that the Donated Goods will not be used to further or with the intent to commit a terrorist act(s).
- You agree and understand that the Donated Goods may **not be transferred, sold, given or assigned to any other nonprofit organization**, or other entity and that the Donated Goods must be **RECEIVED, STORED, and DISTRIBUTED** by your organization **AT A BUSINESS LOCATION—not a personal residence**.
- You understand and agree that **you will NOT SELL**, trade, barter or otherwise transfer the Donated Goods in exchange for money, property or services. Donations **CANNOT BE USED FOR FUNDRAISERS, RAFFLES or AUCTIONS; or SOLD IN THRIFT STORES, RESTORES, RETAIL STORES, on WEBSITES, in FLEA MARKETS**, or in any other manner. You further understand and agree that the Donated Goods **may not be used in conjunction with any fundraising activities** and that you will not accept voluntary, recommended or required cash "donations" in direct or indirect exchange for the Donated Goods. You also agree and understand that Donated Goods **MAY NOT BE GIVEN TO OR TAKEN BY YOUR VOLUNTEERS, OFFICERS, DIRECTORS, or EMPLOYEES**, for personal use and that the Donated Goods will not be returned to the donor or returned to the donor's retail store.
- You agree and understand that, **unless expressly stated otherwise and with authorization of Good360**, Donated Goods may **not be shipped or distributed internationally**, and may only be distributed within the United States of America.

### **Receiving & Storing Donated Goods**

- You understand and agree that any Donated Goods you may receive from Good360 will be received by you in "**as-is**" condition and that Good360 **makes no warranty, covenant or representation**, expressed or implied, regarding the Donated Goods, including without limitation, their design or condition or fitness for any particular purpose. Good360 shall not be liable for any direct or consequential damages or losses suffered or incurred by you or a third party as a result of the use or consumption of the Donated Goods.
- You understand and agree that you are responsible for the correct storage, disposal and use of the Donated Goods in accordance with the applicable manufacturers' instructions and guidelines. You **waive any and all claims against and release Good360 from all liability** associated with the use of the Donated Goods.

### **Distribution Records**

- You agree to maintain adequate books and records of any Donated Goods you may obtain from Good360 as required by applicable tax regulations, and to make such records available upon request to Good360 and/or the Internal Revenue Service. Records should include, but are not limited to, accurate records of any individual recipients of Donated Goods and **EXACT NAMES AND QUANTITIES OF DONATED GOODS RECEIVED BY THOSE INDIVIDUAL RECIPIENTS**.



*EXCEPTION FOR DISASTERS: Excepted from the Good360 Records requirement are organizations working in disaster relief. If you are registered through Good360 for, and working in, a disaster zone, you are encouraged (but not required) to maintain accurate records of individual recipients.*

- You further agree to provide adequate substantiation and records of your distribution of the Donated Goods to the Internal Revenue Service and/or Good360 promptly upon request.

### **Non-Discrimination Policy**

- You agree to adhere to a nondiscrimination policy in accordance with applicable state and federal law.

### **Indemnification**

- You agree to indemnify and hold harmless Good360, its donors, its affiliates, and each of its respective officers, directors, employees, agents, counsels, successors, and assigns from and against any loss, cost, damage, expense, or liabilities (including reasonable attorneys' fees) incurred in connection with any and all claims, including third party claims, that result from or relate to Good360's negligence or willful misconduct, or the manufacturing of the products donated by Good360 hereunder.

### **Reserved Rights of Good360**

- You understand and agree that Good360 reserves the right at any time, in its good faith discretion, to rescind or modify this agreement, forbid you from receiving further donations from Good360 or from making further disposition of any remaining Donated Goods; require you to return immediately any Donated Goods remaining in your possession or control; and/or take any additional action Good360 determines appropriate.

### **Media/Communications**

- You agree to **MAKE NO MENTION OF GOOD360, ITS DONATION PROGRAMS, OR ITS DONORS WITHOUT THE EXPRESS CONSENT OF ALL PARTIES.** Participating organizations are welcome and encouraged to publicize the positive impact of the donations they receive through Good360. However, as a courtesy and for legal reasons, we request that you coordinate all press statements that mention Good360, its donation programs or its donors, through our press office (press@good360.org), which will respond within 48 business hours to any and all inquiries. Press statements include, but are not limited to: Press releases, Media advisories, Interviews, Blogs, Webcasts, Newsletters and other materials.
- **You agree that unless you have a pre-existing relationship with a particular Good360 donor, you will refrain from the solicitation of products from Good360's donors without Good360's prior, written authorization.**

Should any dispute arise regarding this agreement, you agree to take all reasonable measures to resolve the dispute. However, if the dispute cannot be resolved, you also agree and understand that this Agreement may be enforced by legal action, including but not limited to injunctive or other equitable relief. This Agreement will be construed according to the laws of the Commonwealth of Virginia. In the event that a court holds you in breach of this Agreement, you agree to reimburse Good360 for its reasonable legal fees and costs incurred as a result of your breach of this Agreement.

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Organization

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Signature of Authorized Personnel

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Print Name

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Title

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Date