Essential Goods for Basic Needs 2023 Training

United Way of Westchester and Putnam
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Introduction

• United Way of Westchester and Putnam’s (UWWP) Essential Goods for Basic Needs Program (EGBN) facilitates donations of goods from businesses and retail partners to local nonprofits, who then make these items available to those in need within the community.

• These include baby items, books, bedding, clothing, electronics, home goods, personal care items, toys, school supplies, etc.
How it works

Retail and business donations

Catalog donations
Eligibility and application

01
Be designated 501(c)3 status by the IRS, or a school, religious institution, or housing authority

02
Serve clients in Westchester and/or Putnam Counties

03
Apply to be a member of the Essential Goods for Basic Needs Program
Application overview

www.uwwp.org/egbn-application

The application will take a few minutes to complete.

It includes:

• agency-related questions
• demographics on your client population
• terms and conditions
• signature and 501c3/nonprofit proof.
Rules and guidelines

1. Your agency or organization must submit proof of current 501(c)(3) status or other nonprofit status from the IRS.
2. Your agency or organization may use donated goods only as direct charitable donations to people in need.
3. Donations may not be distributed to other organizations unless they are a member of the EGBN Program.
4. Donations cannot be used for fundraisers, raffles, auctions, given to volunteers or staff members, or sold in retail stores, on websites, in flea markets, or in any other manner.
5. Only sign up for donations that you are confident you can pick up. If you schedule a pickup with a donor, you are committing to that donation.
6. UWWP has sole discretion for allocating donations, not the donor. All donation approval must go through UWWP.
7. Agency/organization representatives must be the one to contact a UWWP donor. A member’s client/customer is NEVER to be given a donor’s information. A member’s client/customer is never to go to a UWWP donor unaccompanied by a representative of the member’s agency.
8. In the case of pickups outside of UWWP’s office, the paperwork given to you to be completed upon pickup must be faxed or emailed to us immediately after the pickup.

9. Members must ensure they have appropriate transportation to accommodate the size of the donation.

10. When accepting large and/or heavy donations it is the member’s responsibility to ensure the appropriate number of capable people are available to lift and transport the items.

11. Your agency or organization consents to a site visit to be scheduled at a later date.

12. You are required to keep basic records of donations received and distributed.

13. Your agency or organization agrees to submit impact stories related to the goods received.

14. As an Essential Goods member, you are a partner with UWWP and we ask that you display our logo on your website.
How do I sign up for and pick up donations?

UWWP emails members when donations are available.

Members are able to sign up and schedule pickups through UWWP's website.

UWWP confirms appointments with the donor and sends Outlook calendar invites to the recipient, including all necessary info and paperwork.

Partners are required to bring two copies of an authorization form to be completed at the pickup, one to be kept by the donor and one to be kept by the recipient organization and emailed back to UWWP.
EGBN Hub overview

1. Select donations
2. Add to cart
3. Proceed through checkout
4. Select time and date of pickup
5. Receive confirmation email
What are requirements for donation pickups?

AUTHORIZATION FORMS

TRANSPORTATION

STAFF
What are the compliance requirements to be an EGBN member?

a. Your agency or organization consents to a site visit to be scheduled at a later date.

b. You are required to keep basic records of donations received and distributed.

c. Your agency or organization agrees to submit impact stories related to the goods they received.

d. As an Essential Goods member, you are a partner with UWWP and we ask that you display our logo on your website.
Reporting overview

https://www.uwwp.org/egbn-monthly-report/

Step 1: Download the relevant report and fill it in.
Step 2: Save the report to your computer. Upload the saved report using the “Choose File” buttons in the form below.

Other questions:
- do you have inventory left over (if so, you will need to submit additional reports)
- opportunity to submit client stories
Under what circumstances would membership in EGBN be revoked?

UWWP reserves the right to remove organizations from the program. Violations include the following:

a. No paperwork when arriving at a pickup.

b. Paperwork is not delivered to UWWP staff promptly, UWWP has to make repeated requests for paperwork to be returned.

c. Cancellation of a pickup without adequate notice.

d. Not following donor’s rules.

e. Not taking all products in the donation.

f. Not bringing adequate transportation for donations.

g. Items are not to be sold or used for fundraising.

h. Failing to submit reports.
Contact
914-997-6700 x743
or email essentialgoods@uwwp.org or
azuvic@uwwp.org
Questions