

# Essential Goods for Basic Needs 2023 Training



**United Way of  
Westchester and Putnam**

# Overview

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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

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# 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

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# Application overview

[www.uwwp.org/egbn-application](http://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.
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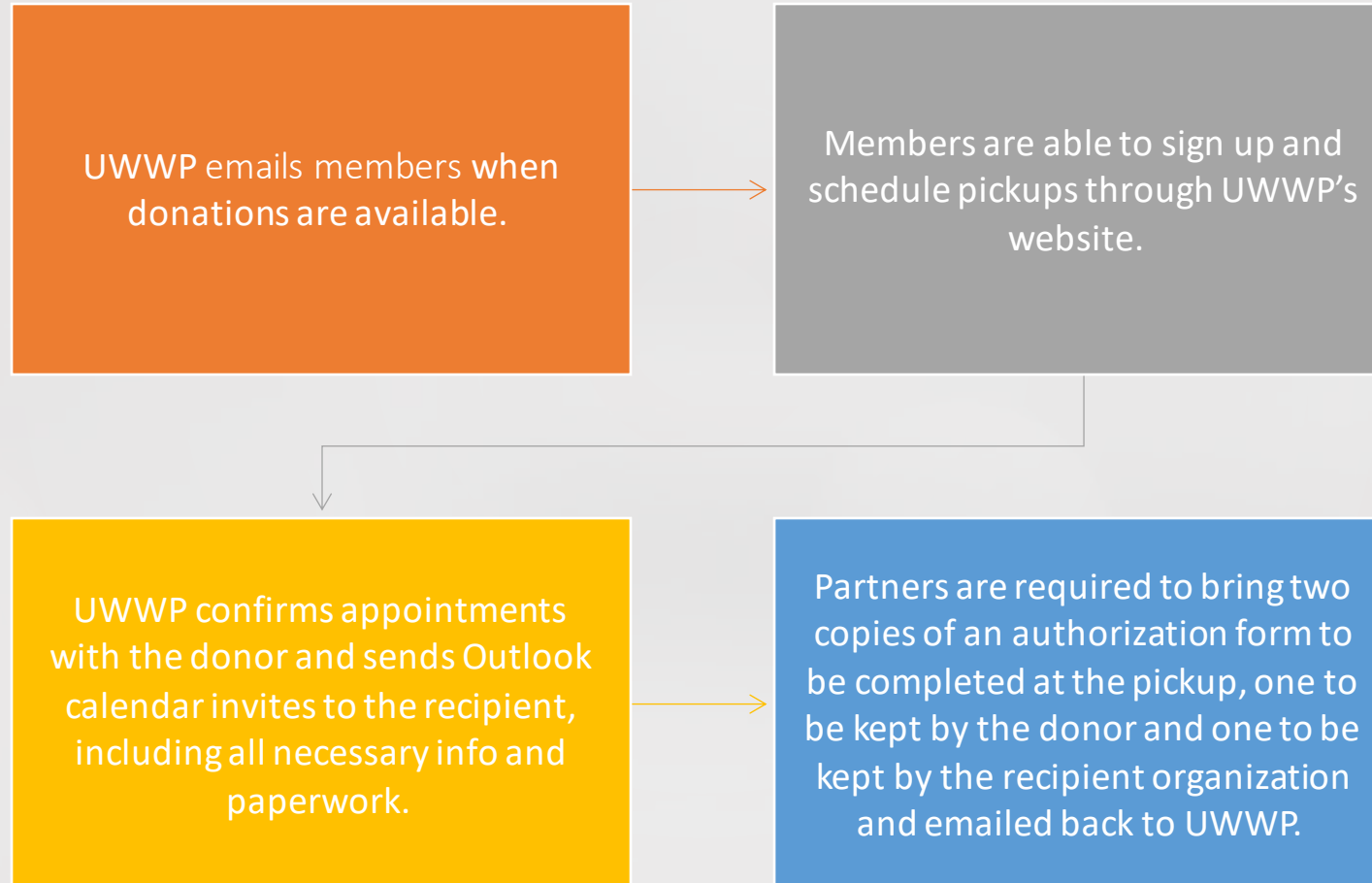


# Rules and guidelines (continued)

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.
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# How do I sign up for and pick up donations?



# 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](mailto:essentialgoods@uwwp.org) or  
[azuvic@uwwp.org](mailto:azuvic@uwwp.org)

Questions ?

