



Nonprofit Eligibility & Verification Policy

Policy and Governance Committee Review Date: 3/17/2026

Approved by Board of Directors: 4/25/2026

1. Purpose

The purpose of this policy is to establish **eligibility criteria and verification procedures** for organizations requesting access to GiveNKind products. This ensures that donated products are distributed responsibly to entities that serve charitable, educational, religious, or public service purposes, in alignment with GiveNKind's mission.

2. POLICY STATEMENT

GiveNKind provides access to donated products solely to approved charitable organizations.

Eligible organizations must:

- Be recognized as tax-exempt under Section 501(c)(3), including public or private educational organizations (for-profit educational organizations are not eligible), or faith-based organizations
- Have active charitable programs
- Serve the community
- Maintain an active website or social media account showing outreach and program activity
- Use products only for charitable purposes. Products may **not** be resold for profit, including raffles and fundraisers, used for personal benefit, or distributed outside the organization's programmatic activities
- Affirm a non-discrimination policy

GiveNKind does not serve individuals, for-profit entities, political organizations, or organizations classified under other sections of the Internal Revenue Code.

This policy will be in effect upon the Board's approval. It will not be retroactively applied to organizations currently registered.

3. Eligible Organizations

Organizations eligible to receive GiveNKind products include:

3.1 Charitable Nonprofits

Organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

3.2 Schools

Public and private educational institutions serving students, including pre-K–12 schools and higher education institutions.

3.3 Churches and Religious Organizations

Faith-based congregations and ministries providing religious or community services.

3.4 Government Programs

Public programs operated by local, state, or federal government entities that serve the public, including:

- Park districts and recreation programs
- Municipal human service programs
- Public libraries and public health departments

4. Verification Requirements

Organizations must provide documentation verifying their status. Acceptable documentation includes, but is not limited to:

- IRS 501(c)(3) determination letter
- State or federal listings confirming organizational recognition
- Evidence of active and current operations (e.g., website, social media, program materials, or recent annual report).
- Additional information as requested at the discretion of the GiveNKind staff.

GiveNKind reserves the right to review submitted documentation. Notice will be provided to the applicants in a timely manner.

5. Account Administrator Policy

- An organization may designate up to three **Account Users**
- For school accounts, Account Users must be a school administrator (e.g., Principal, Assistant Principal, Operations Manager, Director of Student Services, School Social Worker overseeing a basic needs program, Business Manager, or Office Manager). Classroom teachers should not serve as Account Users unless formally designated in writing by school leadership.
- Account Users are authorized to place orders and manage access to GiveNKind products
- Account Users are accountable for compliance with GiveNKind policies

This ensures accountability, accurate ordering, and proper use of products.

6. Program Use Requirements

Organizations must use GiveNKind products exclusively for charitable, educational, religious, or public service purposes.

Additionally:

- Products **must align with the programs** and services the organization operates
- Products may **not** be resold for profit, including raffles and fundraisers, used for personal benefit, or distributed outside the organization's programmatic activities

This ensures that products serve the intended populations and support the organization's mission.

7. Ineligible Organizations

GiveNKind will **not provide products** to the following:

- For-profit businesses or individuals
 - Political organizations, campaigns, or candidates
 - Entities unable to provide documentation verifying legitimate status
 - Programs or activities outside the scope of charitable, educational, religious, or public service purposes
-

8. Review Authority

The Executive Director or their designee retains discretion to approve or decline applications based on mission alignment, the documentation provided, or the responsible use of donated products.