

1. Kids In Need Foundation Affiliate Application

Please note that applicants must meet the following requirements to apply:

1. Have been operating for at least one year
2. Prove financial viability and stability
3. Have effective and efficient procedures and policies in place
4. Be operating within the parameters of a well defined strategic plan
5. Have an executable long term plan for development and sustainability

Please answer all questions on this application as completely and accurately as possible. Please note that the last page includes a list of additional documents that must accompany this application for consideration.

* 1. Please complete the following

Name:	<input type="text"/>
Title:	<input type="text"/>
Resource Center:	<input type="text"/>

* 2. Year the organization was founded:

* 3. What are your shopping hours of operation?

Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>
Saturday	<input type="text"/>

* 4. What are your warehouse operation hours?

Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>
Saturday	<input type="text"/>

* 5. Please indicate the total square foot allocation of space for the following:

Retail	<input type="text"/>
Staging	<input type="text"/>
Warehouse	<input type="text"/>
Offices	<input type="text"/>
Volunteer Area	<input type="text"/>

* 6. What is your warehouse maximum capacity pallet count?

0-99

100-499

500-999

1000-1499

1500+

* 7. Do you have overflow capacity?

Yes

No

If Yes, Please Explain:

* 8. Do you have a loading dock or ground level entry for delivery?

Loading Dock

Ground Level Entry

Both

* 9. How is your warehouse equipped? Please indicate all that apply.

Forklift

Pallet Jacks

Ability to offload double stacked trucks

Ability to offload floor loads

* 10. How is your warehouse staffed? Check all that apply.

Staff Employees-Full Time

Staff Employess-Part Time

Volunteers

* 11. Do you track core product inventory on hand?

Core product = pencils, filler paper, glue sticks, markers, pens, and crayons.

Yes

No

If Yes, describe process below:

* 12. What is your annual operating budget?

* 13. What percent of your budget is designated for programs vs. administration/fundraising?

Program % =

Administration/Fundraising

% =

* 14. Describe your sources of funding:

* 15. Do you have a budget line item for product purchases?

Yes

No

* 16. Do you have a budget line item for freight?

Yes

No

* 17. What Percentage of your overall operating budget has been designated for freight?

* 18. Do you have access to reduced rate or free freight?

Yes

No

If yes, please provide coverage areas:

2. Additional Information

* 1. What are your plans for future growth?

* 2. Number of volunteers working per week:

* 3. Total average volunteer hours per week:

* 4. Number of teacher visits in 2008:

* 5. Average value per teacher visit:

* 6. Number of students served in 2008

* 7. Number of teachers served in 2008

* 8. Number of schools served in 2008:

9. Percent of eligible teachers that are currently active shoppers:

* 10. Annual dollar value of product leaving your Center:

* 11. What is your annual pallet turn?

* 12. Does your Center have a Web site?

Yes

No

If yes, please enter the Web address:

3. Contact Information

To better serve you, please complete all of the following questions.

* 1. Please list your staff members, including title/role and email address.

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

* 2. Please indicate staff person responsible for the following:

Product Donation Offers	<input type="text"/>
Secondary Person for Product Offers	<input type="text"/>
Recipient Acknowledgement Form (RAF)	<input type="text"/>
Invoices	<input type="text"/>
Product Purchase Opportunity	<input type="text"/>
Warehouse Schedule/Inbound Freight	<input type="text"/>
Changes in Center Information	<input type="text"/>

4. Additional Required Materials:

Please include the following with your application. Materials must be received for application to be considered. If you have any questions please contact Darren Haper at 937-296-1230 or darrenh@kidsinneed.net

1. Additional Materials Checklist:

- jn Copy of most recent 990
- jn Copy of 501(c)(3) certificate
- jn Copy of current budget
- jn Marketing materials
- jn Annual report
- jn 3-year plan
- jn Photos
- jn Key staff bios
- jn Board list (including member affiliations)
- jn Operational policies/handbook
- jn Demographics
- jn Certificate of Insurance