

# The Collective

**“Working Together To Get The Job Done!”**

## **Product Application Information Sheet**

- ❖ Organizational Name: Name of the organization you represent.
- ❖ Physical Address: please enter the complete address of your organization where mail is received.
- ❖ Organizational Contact: please enter the first name, last name, and phone number of the primary contact for your organization.
- ❖ Alternate Contact: please enter the first name, last name, and phone number of the secondary contact for your organization.
- ❖ Organizational Email: please provide the primary contact email address.
- ❖ Authorized pick-up: please provide the first name, last name, and phone number of up to three (3) people authorized to pick-up products on behalf of your organization.
- ❖ How many Households: please provide the number of households you plan to serve during your distribution.
- ❖ Communities: list the communities you plan to serve during your distribution.
- ❖ Zipcodes: please list the zipcodes and you plan to serve during your distribution.
- ❖ Community Contributions: how you have contributed to the communities you plan to serve within the past 90 days.
- ❖ References: list a reference (ie. personal, client, church, partner, etc...)
- ❖ Distribution Event: how do you plan to distribute your products? If an event please provide the date, time and location of your distribution event.
- ❖ Special Notes: please provide any additional information you would like for us to know.

## **Organizational Responsibilities**

- Please arrive on-time for your scheduled product pick-up.
- Please bring at least (1) one “heavy lifter” person to assist with loading products into your vehicle (if possible).
- No one under the age of 16 will be allowed into The Collective warehouse under any circumstances.
- If you will be more than 15 minutes late for your scheduled appointment, please contact The Collective immediately.
  - We may be able to reschedule for a later same day appointment.
- If you can not attend your scheduled appointment, please call at least (3) three hours ahead of time and you will be rescheduled within a week of your missed pick-up date.
- If you miss your scheduled pick-up date and do not call “No call, No show”, you will be rescheduled with in a month of your missed pick-up date.
- If you miss (2) two appointments for pick-up without reasonable notification, you may no longer be able to receive products from The Collective.

- You are required to distribute all products received from The Collective.
- You will be required to submit accountability documentation: first name, first initial of last name, age group, gender, and zipcodes of all clients receiving products from your distribution.
  - An accountability form will be sent to you with your pick-up date information.
- Accountability documentation must be received by The Collective within 30 days after your distribution has been completed. Please email documentation to [theworkingcollective14@gmail.com](mailto:theworkingcollective14@gmail.com)
- If accountability documentation has not been received within 30 days after your distribution, you may not be able to receive additional products from The Collective.
- The Collective products can not be distributed to other organizations without prior approval. – individual households only!
- The Collective products can not be sold to any individual or organization.
- The Collective products may not be used for personal gain.