

## Membership Eligibility

ToolBank tools are available solely to charitable organizations for use in advancing their mission. ToolBank tools may not be used for personal benefit or profit. Non-profits, faith based institutions, public schools, neighborhood associations, governmental departments and community-based service organizations are eligible to join the ToolBank and borrow ToolBank tools.

Proof of an organization's charitable intent is required to qualify for ToolBank membership, and tools may not be borrowed until proof of intent is confirmed by ToolBank staff. During the registration process, an organization is asked to provide supporting documentation. ToolBank staff reserves the right to request additional documentation. Examples of acceptable documentation are below; a 501 (C) (3) determination letter is not a requirement for ToolBank membership.

Type of Organization	Acceptable Documentation
Non-profit organization	501 (C) (3) determination Letter
Neighborhood association; community/civic groups	Minutes, list of officers; brochure and in some cases registration with local government
Faith based institutions	Worship schedule; Tax-exempt determination letter
Schools; governmental departments	Letter outlining organizational leadership and purpose (on school or department agency letterhead)

The registration process can be completed ONLY by an executive staff person at the organization. Examples: Executive director, CEO or COO, Board Chair or President, Head Minister, School Principal. Additional accounts for other staff members may be added later.

The ToolBank requires that each agency operating under the organizational 'umbrella' of another organization obtain its own ToolBank membership. The ToolBank also requires that each local branch or a national nonprofit organization obtain its own ToolBank membership, so that the party responsible for borrowed tools is clearly identified. The ToolBank does not offer 'blanket' memberships to national nonprofit organizations.

Upon verification of nonprofit status and/or charitable purpose, eligible organizations are granted access to ToolBank resources and the expertise of ToolBank staff to help achieve greater impact in their mission-related efforts. Welcome to the ToolBank!