



## Charity Registration Form “接力” 会员注册申请表

Please complete the following application in English in its entirety and return it with all required documentation to Giving Hand. 请完成下面的表格，确定您完成所有详细内容后将表格完整交给接力组织。

### ORGANIZATION INFORMATION 您组织信息

Please Note: Organization's name and address must match that on official certification documents, or documentation explaining discrepancy must be included. 请注意：组织名称和地址必须和注册资格文件中的一致，如有不一致请详细说明原因。

**Organization's Name** 组织名称 \_\_\_\_\_

**Former Name** (*If applicable*) 曾用名称（如有） \_\_\_\_\_

**Name in English** 组织英文名称 \_\_\_\_\_

**Name in Chinese** 组织中文名称 \_\_\_\_\_

**Acronym** (*If applicable*) 组织缩写（如有） \_\_\_\_\_

### **Key Contact Person** 主要负责联系人

(*Name and title of contact at primary address representing the organization with Giving Hand 姓名和联系方式，私人地址*)

**Contact's Name** 联系人姓名 \_\_\_\_\_

**Contact's Title** 联系人职位 \_\_\_\_\_

**Telephone** 电话 (Country Code: \_\_\_\_\_ ) \_\_\_\_\_

**FAX** 传真 (Country Code: \_\_\_\_\_) \_\_\_\_\_

**Contact's E-mail\*** 电子邮箱\* \_\_\_\_\_

### **Number of Staff** 组织成员数量

Full time 全职 \_\_\_\_\_ Part time 零时 \_\_\_\_\_ Volunteers 自愿者 \_\_\_\_\_

**Address of Warehouse & Its Size & Capacity** (*if available*) 仓库地址（如有）和大小及容量

\_\_\_\_\_  
\_\_\_\_\_

**Do you have ability to distribute** 有能力发送和分发物质 \_\_\_\_\_

**Do you have trucks** (*how many?*) 有卡车等运输工具 (多少) \_\_\_\_\_

**Can you provide the audit and tax free invoice for China** 能否提供免税发票或海关免税 \_\_\_\_\_

**Have you ever accepted goods donated from overseas? If yes, where are the goods from?**  
以前是否收到过海外的捐赠物质，如有，这些物质从哪个国家来

\_\_\_\_\_

**Have you ever worked for International NGO such as Red Cross** 您是否和国际 NGO 合作过，如红十字?

\_\_\_\_\_

**Are you a subsidiary of an International Organization** (*if so, which one*)

您是国际组织的附属机构 (如果是，请列出所属机构)

\_\_\_\_\_

**Do you need approval from China Central Government** 开展项目需要向中国政府所属单位申请吗? \_\_\_\_\_

**How long does it usually take to distribute goods** 发放物质一般需要多长时间? \_\_\_\_\_

**What are your local logistics** 您是否有当地的物流资源? \_\_\_\_\_

**Any other Logistics** 其他的物流资源 \_\_\_\_\_

**Cash and Product Donations** 所得到的募集物质和资金

**Amount of Cash Received in 2009** 2009 年收到的募集资金 \_\_\_\_\_

**Amount of Product Received In 2009 (retail value)** 2009 年收到的募集物质 (按零售价格) \_\_\_\_\_

**Are you locally set up in China** 您的组织是在中国内地成立的吗? \_\_\_\_\_

**Primary Address** 组织的地址

**Street** 街道地址 \_\_\_\_\_

**City** 城市 \_\_\_\_\_ **Postal Code** 邮编 \_\_\_\_\_

**Country** 国家 \_\_\_\_\_

**Phone Number** 电话 \_\_\_\_\_

**Location of Any Other Offices** 其他办公室的地址和邮编

**Street** 街道地址 \_\_\_\_\_

**City**城市 \_\_\_\_\_ **Postal Code**邮编 \_\_\_\_\_

**Country** 国家 \_\_\_\_\_

**Phone Number** 电话 \_\_\_\_\_

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**Country** 国家 \_\_\_\_\_

**Phone Number** 电话 \_\_\_\_\_

**HISTORY & MISSION** 组织历史及宗旨

**Year Founded** (*Year of establishment*) 建立的年份 \_\_\_\_\_

**Location of where the organization was founded** 组织成立的地点 \_\_\_\_\_

**Mission** (*Two sentences describing the organization's aims and objectives, or mission statement*)  
组织宗旨 (请用简练的语句概括您组织的任务和目标)

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## PRODUCTS NEEDED 捐赠物品需要

### Check top priorities

(This information is for statistical purposes only and will not limit access to other products.)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Computer Hardware & Software 电脑软件和硬件 | <input type="checkbox"/> Medical/Health Care Supplies 医疗健康器具 | <input type="checkbox"/> Personal Care Products 个人护理产品 |
| <input type="checkbox"/> Building Materials 建材                | <input type="checkbox"/> Office Equipment & Supplies 办公文具    | <input type="checkbox"/> Recreational Equipment 娱乐设备   |
| <input type="checkbox"/> Clothing 衣服                          | <input type="checkbox"/> Educational Materials 教育器械          | <input type="checkbox"/> Others 其他                     |
| <input type="checkbox"/> Furniture 家具                         | <input type="checkbox"/> Youth Program Products 青年人项目产品      |  |

### Any specific items currently needed 其他特殊产品需要

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## PROGRAMS 组织项目

### Organization's geographic scope 组织地理范围

- Local Community Service Area (Citywide) 当地社区服务范围 (全市)
- Nationwide 全国
- Other 其他

### Program Areas (Please attach relevant document including your annual report)

项目范围及内容 (附上您组织的年度报告)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 1 Arts/Culture 艺术/文化               | <input type="checkbox"/> 8 Environment/Conservation 环境保护        | <input type="checkbox"/> 15 Refugee and Migration Services 难民和移民服务  |
| <input type="checkbox"/> 2 Child Care/Day Care 照顾儿童         | <input type="checkbox"/> 9 Health Issues 健康                     | <input type="checkbox"/> 16 Services For the Disabled 残疾服务          |
| <input type="checkbox"/> 3 Civil Society/Civic Affairs 社会公益 | <input type="checkbox"/> 10 Housing/Homelessness 无家人群           | <input type="checkbox"/> 17 Services For the Elderly 老年人服务          |
| <input type="checkbox"/> 4 Community Development 社区发展       | <input type="checkbox"/> 11 Hunger Relief 饥饿人群                  | <input type="checkbox"/> 18 Services For Families 家庭服务              |
| <input type="checkbox"/> 5 Crime Prevention 犯罪预防            | <input type="checkbox"/> 12 Literacy 扫文盲                        | <input type="checkbox"/> 19 Services For Youth 青年服务                 |
| <input type="checkbox"/> 6 Disaster Relief 残疾保护             | <input type="checkbox"/> 13 Micro-Enterprise Development 脱贫技能发展 | <input type="checkbox"/> 20 Substance Abuse Prevention 抵制滥用药品、酒精等物质 |
| <input type="checkbox"/> 7 Education 教育                     | <input type="checkbox"/> 14 Public Policy and Advocacy 政府政策宣传   | <input type="checkbox"/> 21 Women In Development 妇女发展               |
| <input type="checkbox"/> 22 Other 其他(Please Specify)        |   |   |

**GOVERNANCE & ADMINISTRATION 行政管理**

List top two individuals who manage and make decisions for the organization with their *names, address, phone, email, nationality, citizenship, and place and date of birth*

列出 2 个单独的组织决策管理人员姓名，电话，地址，电子邮件，国籍，出生地及出生时间

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**Number of Board Meetings Held Annually** 每年开高层会议的次数 \_\_\_\_\_

**Number of Staff** 员工总数

Full time 全职 \_\_\_\_\_ Part time 零时 \_\_\_\_\_ Volunteers 自愿者 \_\_\_\_\_

**Networks & Affiliations** (List any relevant networks and membership organizations to which the organization belongs or with which it has worked.)

工作网络和联系（请列出与贵组织工作上有联系和从属的组织）

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**PUBLIC FILINGS 公开的公告文件**

Please attach copies of all public filings or releases. 请附上您组织公开的新闻、片段或公告文件。

**FINANCIAL INFORMATION 财务信息**

Annual Operating Budget 年度组织预算

U.S. Dollars 美元 \_\_\_\_\_ or Chinese Yuan 人民币 \_\_\_\_\_

Please attach latest audited financial statements and a list of sources of funds and products and percentage of funds from each source and state the retail value of received products

请附上您组织的最后年度审计财务报表

Financial Institutions in which accounts are maintained 您组织接受存款的机构（银行或是其他金融机构）

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## SECURITY AGREEMENT 保证协议

Giving Hand reserves the right to report any violation listed below to your organizations NGO/NPO Registrar.

如NGO或NPO成员违反以下规定，接力组织将有权报告给相关当事人或组织，保留追究的权利。

Your organization, by registering with Giving Hand, represents the following:

贵组织如注册成为接力组织的成员，请遵守以下规定：

1. It is a nonprofit, non-governmental organization registered in the country in which it operates.  
只有非赢利性组织才能注册，成为接力组织的成员
2. The goods will be used solely for the care of the ill, needy or youth.  
所有的捐赠物质都必须用于公益事业，照顾老、弱、病，残和贫困人群。
3. The use of the goods will be related to the purpose of the organization that makes it tax exempt.  
成员组织接受物质后需提供相关的免税文件和证明。
4. The use of donated goods does not authorize the organization to sell, trade, barter or otherwise transfer the donated goods for money, property or services performed in order to operate or related to the operation of its offices which includes the sale, trade, bartering or otherwise transfer of the goods to pay any administrative fee to Giving Hand or any shipping charges related or not related to the procurement of donated goods or be used to provide community services as noted in the organization's goals. Donations cannot be used for fundraisers, raffles or auctions; given to volunteers or staff members; or sold in retail stores, on Web sites, in flea markets, or in any other manner. You agree that this restriction may be enforced by a court . Giving Hand reserves the right to limit, restrict or terminate any order of donations requested by your organization at any time without cause and without notice. 所有捐赠品组织无权将捐赠的物质用于销售、贸易、交换货物，或者其他方式换成金钱和财产，或者用于其他有偿性服务，不能用捐赠物质拍卖或卖出后用于基金增长和支付组织费用，不能卖出捐赠物质后用获得的资金用于捐赠，不许将捐赠物质分发给组织的成员、志愿者及员工，不能在网上拍卖或卖给零售商或者在其他零售市场上贩卖。如您组织违反以上条款，接力组织有权向当地法庭提起诉讼或要求其承担责任，并且将无条件终止与其合作。
5. The organization agrees to maintain adequate books and records of these donations as required by applicable tax regulations and to make such records available upon request to Giving Hand and/or the Internal Revenue Service (if a US organization). The organization agrees to provide complete substantiation of its distribution of all product donations to Giving Hand and to the Internal Revenue Service (if a US Organization) promptly upon request.  
组织需要对每一批收到的捐赠物质进行登记和注册，并保留详实的记录，并且根据退税法规上规定的保留必须的文件记录，这些文件能提供给接力组织或(适用于美国组织)国内收入署（组织需要保留详细真实的捐赠物品分配运送记录，并能符合接力组织和(适用于美国组织)国内收入署提出的要求，如还需要其他必须的文件，组织也需尽快提供。

### Additional terms and conditions:

1. The goods cannot be transferred to other nonprofit organizations (or attempt to be transferred) by the organization in exchange for money, property or other services.  
所接受的捐赠物质不能分给或转给别的非盈利性组织（或试图转给），作为筹集资金，财产增长或其他有偿服务。
2. Anytime during the probation or active period of this agreement, at Giving Hand's expense, your organization and members of its staff, may be subject to a thorough background check. Your organization and staff must fully comply with any requests made by Giving Hand pertaining to information or data needed to conduct a background check.

在签署此合同前或在合同签署期间，如有需要接力组织有权请第三咨询机构对您组织进行背景调查，所有调查费用由接力组织承担。

3. Any goods received from Giving Hand will not be used with the intent or knowledge to commit a terrorist act(s). Breach of any of your organization's obligations as stated above will entitle Giving Hand to rescind this agreement and recover any and all such goods donated. In this connection, your organization agrees that the remedy of money damages is not exclusive and is inadequate and that Giving Hand will be immediately and irreparably damaged by any such breach. In such event, your organization consents to the imposition of a constructive trust on any and all such goods in favor of Giving Hand and further consents to a temporary, preliminary and permanent injunction in favor of Giving Hand, forbidding your organization from making any disposition of the goods and requiring your organization to return immediately all such goods to Giving Hand, as it directs. Your organization agrees to pay Giving Hand in full for any Expenses, including legal fees, incurred in connection with investigating, preparing for, litigating, or settling any action brought under any breach of an obligation stated above.
- 您组织接受的物质不得用于支持恐怖主义或行动。如果贵组织违反该条规定，接力组织将有权立刻收回所有捐赠物质，您组织必须返还物质。我们将通知我们的捐赠者并上报给相关司法机关，如捐赠者发现或上诉，您组织必须承担全部的法律费用，和所有损失费用，并且帮助我组织恢复名誉。

**Signature of Executive** 组织主管签字 \_\_\_\_\_

**Date** 日期 \_\_\_\_\_

**Name & Title** 姓名&职位 \_\_\_\_\_

**REQUIRED DOCUMENTATION 需要提供的材料**  
Must be attached to completed registration application

- Signed, completed Giving Hand application in English or Chinese. 完成接力组织的申请表格（中英文）
- Copy of your organization's Charter, Bylaws or Constitution 附上贵组织的纲领、宣言、章程。
- Copy of your organization's Articles of Incorporation 附上贵组织的组织规章制度
- Most recent audited financial statements (prepared by an independent, chartered, accountant/auditor who can certify, in accordance with generally accepted accounting principles, that the organization is financially viable). 附上近期的财务表格
- Copy of registration/approval to operate documentation from relevant government agency.  
请附上相关政府部门审批通过的文件复印件。
- Copy of public filings and releases 附上贵组织公开新闻或报纸新闻。
- Most recent annual report of program activities or similar document 项目年度报告和数据总结
- List of names, affiliations, addresses, and phone numbers of members of the Board of Directors  
请列出主要负责人的姓名、联系方式和地址。
- Letters of recommendation from another nonprofit or nongovernmental organization or appropriate international body 其他非赢利组织的推荐信（如有）
- Evidence of nonprofit or nongovernmental status or a comparable document required by country of origin 请给出作为非赢利性组织的证据，如政府许可的文件或注册文件。

## SUBMITTING YOUR REGISTRATION APPLICATION 递交申请表的地址和联系方式

Return by mail to: **GIVING HAND**  
Unit C, 22<sup>nd</sup> Floor, First City Plaza  
No.308 SchunCheng Dajie  
Chengdu 610017, China

请将所有资料寄到：接力慈善团体  
四川省成都市顺城大街308号  
冠城广场22楼C座  
邮编：610017

The requested documentation must be attached to the application or the application will not be processed. We cannot accept faxes or e-mailed submissions because of the volume of materials required. Only applications sent by mail to the above address will be considered. This application can also be downloaded from Giving Hand's Web site at **www.givinghand.net**. Encourage your colleagues to print out the application, complete it and send via mail with the required documentation.

Questions? E-mail your inquiries to **bobbi@givinghand.net**. Thank you for your interest in Giving Hand

以上要求的文件和申请表，请通过邮寄方式，因为在申请表中我们需要您附上大量的文件，如果传真或发送电子邮件，将会很不方便，所以请您邮寄到以上地址。请从我们的网址**www.givinghand.net**下载申请表格并打印出来完成。’

如有问题请发电子邮件到 **bobbi@givinghand.net**. 谢谢您的耐心和帮助。

*\* Note: E-mail is mandatory for participation in the program, as most messages will be delivered electronically. Giving Hand routinely informs its registrants of donations and other programs by e-mail, fax or other means. Signing this application gives your consent to do so.*

*\* 注意：电子邮件传递将是重要的传递信息途径，我组织许多的信息和文件将通过电子邮件传送。接力组织对于捐赠者和其他组织的文件传送方式可以为电子邮件，传真，和其他方式。请确认以上内容属实。*