

# DONATION DRIVE

## Registration Form



Organization Name: \_\_\_\_\_

Group Name (If Applicable): \_\_\_\_\_

Name of Event Organizer or Chair Person: \_\_\_\_\_ ☐ Primary Contact During Event

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ ☐ Primary Contact During Event

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date\*: \_\_\_\_\_ Start Time\*\*: \_\_\_\_\_ End Time\*\*: \_\_\_\_\_

**\* With some few exceptions Donation Drives typically take place over a span of 6 hours on a weekend day (Friday, Saturday or Sunday). Unless otherwise specified, Goodwill will drop 1 or 2 trailers (based upon projected volume of donations and available space) on the morning of your event and pick them up at the end of the day.**

**\*\* Maximum 6 hours (8:00 AM to 2:00 PM or 9:00 AM to 3:00 PM)**

County: ☐ Santa Cruz ☐ Monterey ☐ San Luis Obispo

Event Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cross Street: \_\_\_\_\_ # of Trailers Requested: \_\_\_\_\_

Best Date/Time to Drop the trailer(s): \_\_\_\_\_

Trailer Parking Directions: \_\_\_\_\_

**Please include the name and telephone number of the individual who will be meeting the driver at the site on the date of the donation drive. If possible, please attach a map of the site indicating where to put the trailer(s).**

**Please complete page 2 – Sign Compensation Agreement and return by email or fax**



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## COMPENSATION AGREEMENT

**Note:** Goodwill will oversee the final calculations and sorting of the donated materials

- 1) Compensation for donations is based upon percentage of completion to capacity of each trailer. \_\_\_\_\_  
(Initials)
- 2) Only items on the acceptable list, or items deemed acceptable by a Goodwill attendant will be considered eligible for compensation. \_\_\_\_\_  
(Initials)
- 3) An adult (over 21 years of age) representative from the organization must be in attendance at the drive for the duration of the event and must follow the mandatory Volunteer Training Guidelines. If no representative is present at any time during the event, Goodwill may end the drive at that time. \_\_\_\_\_  
(Initials)
- 4) Goodwill does not participate in donation drives related to Swap Meets, Rummage Sales or Garage/Yard Sales. Such may result in zero reimbursement or reimbursement below the values listed. \_\_\_\_\_  
(Initials)
- 5) A restroom that the Goodwill attendant has permission to use throughout the duration of the event will be provided. (If this is an outdoor site, please check with local businesses and receive permission)  
  
Restroom Location: \_\_\_\_\_  
\_\_\_\_\_  
(Initials)
- 6) The check amount scales to the trailer size and how full it is after completion of the drive.  
Santa Cruz County/Monterey County: **\$1000 per full trailer**  
San Luis Obispo County: **\$800 per full trailer (SLO County uses smaller trailers)**  
\_\_\_\_\_  
(Initials)
- 7) A check will be mailed to the address on the W-9 form (and made out to the Organization listed on the W-9 form) for the amount earned within 30 days of the event. \_\_\_\_\_  
(Initials)
- 8) If pictures are being taken during the event, every minor who is participating must have a Parent signed Goodwill Consent and Release Form on file with Goodwill Central Coast. \_\_\_\_\_  
(Initials)
- 9) Goodwill Reserves the right to cancel the drive at any time, for any of the reasons listed above and/or other reasons as deemed appropriate by Goodwill management. \_\_\_\_\_  
(Initials)

**By signing this agreement, I understand and agree to the terms above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this fillable PDF form as well as the fillable W-9 form and email it to us. You can also complete by hand, Scan and email or fax as follows:

Email: [donorservices@ccgoodwill.org](mailto:donorservices@ccgoodwill.org)  
SC/Mont. Counties Fax: (831) 421-0588  
SLO County Fax: (805)544-0543