

Community Thrift Store

623 Valencia Street

S.F., CA 94110

Ph: 415.861.4910 Fax: 415.861.7483

communitythriftsf.org

SF Tavern Guild Foundation – a non-profit 501 (c) (3)

Federal Tax I.D. # 23-7262039

Email: communitythrift@sbcglobal.net

Dear Fellow Non-Profit,

We are pleased to acknowledge your request to join Community Thrift Store as a partner in fund-raising for your charity. This packet includes the requirements by which each charity must abide and information about Community Thrift Store.

Community Thrift Store, founded in 1982, works with over 200 Bay Area non-profit organizations. Supporters of our non-profit/charity fundraising partners donate to Community Thrift on behalf of the specific charity of their choice. Community Thrift sells the donated items and distributes the funds, minus operational costs each quarter. Community Thrift works with primarily San Francisco based charities to maximize the fundraising from local donors. We also must keep our charity roster around 200 so when a charity becomes inactive the partnership ends to allow for new partners to be added to the roster.

In order to get the most out of a partnership with Community Thrift we recommend the following:

- Become familiar with our donation hours and what we are able to accept as a donation and inform your supporters.
- Inform donors that items must be in sellable condition to benefit charity, if we have to take items to the dump it costs everyone.
- Be aware that each charity must achieve approximately \$200 in sales each month to remain on our roster.
- Advertising pays off. Please mention Community Thrift Store in you newsletters and on your website and refer supporters to our website (communitythriftsf.org) for more information.

Please review the enclosures that explain the partnership qualifications. An informational tri-fold is also included for your review.

Thank you for your interest and we look forward to hearing from you. If you have any questions please telephone or send a fax.

Sincerely,



Zarin Kresge
Executive Director

Community Thrift Store

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S.F., CA 94110

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CHARITY REQUIREMENTS FOR APPLYING TO BECOME A RECIPIENT OF FUNDS FROM COMMUNITY THRIFT STORE.

1. Your charity must be registered with the State of California as a Charitable Trust. (Except Religious Organizations).
2. A copy of Internal Revenue Service form 501(c) (3).
3. A copy of prior year Internal Revenue Service form 990 ("Organization Exempt from Income Tax").
4. Literature describing the purpose of your organization and its distribution of funds and services.
5. Signed "Letter of Non-Discrimination" and compliance with all non-discrimination statutes of the City and County of San Francisco, State of California and Federal Laws.
6. Assurance that the charity's supporters will donate quality items that achieve gross receipts of \$200 per month. (Charities are reviewed at the end of each quarter. If your organization is not achieving gross receipts of \$200 per month, you will be advised via letter.)

NEW CHARITIES ARE NOTIFIED OF THEIR ACCEPTANCE AT THE BEGINNING OF THE NEXT AVAILABLE QUARTER.

ORGANIZATION

SIGNATURE

DATE

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LETTER OF NON-DISCRIMINATION

DATE: _____

ORGANIZATION

ADDRESS

CITY

STATE

ZIP CODE

PHONE

FAX

EMAIL

WEBSITE

TO: San Francisco Tavern Guild d.b.a. Community Thrift Store

We _____

ORGANIZATION NAME

do not allow discrimination in the recruitment, selection, training, promotion, or termination of employees on the basis of the following:

- ☐ PREGNANCY OR CHILDBIRTH OR RELATED MEDICAL CONDITIONS
- ☐ RACE OR COLOUR
- ☐ RELIGION OR CREED
- ☐ NATIONAL ORIGIN OR ANCESTRY
- ☐ PHYSICAL OR MENTAL DISABILITY
- ☐ MEDICAL CONDITION/AIDS OR HIV STATUS
- ☐ MARITAL/DOMESTIC PARTNER STATUS
- ☐ AGE/HEIGHT/WEIGHT
- ☐ SEXUAL ORIENTATION
- ☐ GENDER/IDENTITY

SIGNATURE

TITLE

**Job Training And
Promotion
Without
Discrimination!**

**Equal Pay Is The
Law!**

**Sexual
Harassment
Is Illegal!**

**Retaliation For
Filing
Complaints
Is Prohibited!**

**Reasonable
Accommodation
for Persons With
Disabilities Is
Required!**

City and County of San Francisco

Human Rights Commission



EMPLOYMENT DISCRIMINATION IS AGAINST THE LAW!

Attention: Job Applicants and Employees

The San Francisco Human Rights Commission investigates and mediates complaints of discrimination that occur within San Francisco, or that involve employers and businesses anywhere which have contracts or subcontracts, leases, concessions, or permits with the City and County of San Francisco.

The Human Rights Commission will attempt to mediate and achieve an equitable resolution of all valid complaints and will investigate allegations when necessary. When appropriate, sanctions and penalties will be imposed. These may include fines, loss of contracts or subcontracts, leases, concessions, or permits and exclusion from future awards with the City and County of San Francisco.

Employers are not allowed to discriminate in the recruitment, selection, training, promotion, and termination of employees on the basis of the following:

- | | | |
|--------------|-------------------|---------------------------|
| • AGE | • GENDER IDENTITY | • RELIGION |
| • AIDS/HIV | • HEIGHT | • SEX |
| • ANCESTRY | • MARITAL STATUS | • SEXUAL ORIENTATION |
| • COLOR | • PLACE OF BIRTH | • WEIGHT |
| • DISABILITY | • RACE | • DOMESTIC PARTNER STATUS |

City contractors must offer equal benefits to employees with spouses and employees with domestic partners.

Discrimination complaints can be filed with federal, state, and local agencies. To file a complaint of discrimination or obtain more information, please contact the:



S.F. Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033

(415) 252-2500

<http://www.ci.sf.ca.us/sfhumanrights>

Bilingual Assistance Available

FAX (415) 431-5764

TDD (415) 252-2550

This notice must be conspicuously posted in the hiring office, on employee bulletin boards, or other visible location(s) of all City Contractors (per San Francisco Administrative Code Section 12B 2A), and by all businesses in San Francisco (per Article 33 of the San Francisco Police Code)

July 2001

COMMUNITY THRIFT STORE

San Francisco Tavern Guild Foundation, Inc.

SERVING OVER 200 CHARITIES

**623 Valencia Street
between 17th & 18th Sts
S.F., CA 94110
(415) 861-4910
fax: (415) 861-7483
communitythriftsf.org**

**THE PLACE TO SHOP
10AM ~ 6:30PM
7 DAYS A WEEK!**

**THE PLACE TO DONATE
10AM ~ 5PM
7 DAYS A WEEK!**

**THE PLACE TO VOLUNTEER
9AM ~ 7PM
7 DAYS A WEEK!**

Our Purpose

Our purpose is to raise money for local charities with missions like, but not limited to, these:

- ~ Providing financial assistance, food, shelter and comfort for those living with AIDS and other life-threatening diseases
- ~ Counseling and nurturing of youth, including the promotion of sports programs and job training
- ~ Empowering women and other minorities
- ~ Promotion of Health and Health Care
- ~ Supporting the elderly and providing assistance to recent immigrants
- ~ Creating humane programs for animals and pets
- ~ Supporting programs that work to defeat bigotry and violence
- ~ Creating safe environments for mental illness survivors and the physically challenged
- ~ Preserving the environment and promotion of ecological values
- ~ Outreach and Support for Homeless individuals

We have a non-discriminatory policy and require as much from our partners.

About Our Store

In 1982, the San Francisco Tavern Guild Foundation, Inc. founded the Community Thrift Store, a non-profit organization, to help local charitable organizations.

We have grown to include over 200 non-profit organizations that we refer to as partners. All partners must be a project of, or registered with, the IRS as a 501-(c)(3).

Supporters of these 200 charities donate second hand items to Community Thrift. They specify the charity they would like the proceeds to benefit at the time of donation.

We then sell most of the items and distribute funds on a quarterly basis minus operation costs.

Community Thrift is staffed with a combination of employees, volunteers and community service workers.

Come by and shop! A treasure hunt awaits you...

If you are interested in volunteering, please call (415) 861-4910.

CTS IS CLOSED FOR DONATIONS AND SALES 4 DAYS A YEAR: NEW YEAR'S DAY, GAY PRIDE (LAST SUNDAY IN JUNE), THANKSGIVING & CHRISTMAS.

IN ADDITION, THE DONATION DOOR IS CLOSED
XMAS EVE & NEW YEAR'S EVE.

DONATIONS

10AM ~ 5PM daily

Our donation door is located on the south side of the building on Sycamore Alley, parallel to 18th St. and perpendicular to Mission and Valencia. It runs **ONE WAY** toward Valencia!!

A receipt for tax purposes is available at the time of donation **ONLY!!**

RECEIPTS: Donors must provide their names and a list of the donated items with a fair market value. The pink copy goes to the donor, yellow to the designated charity and the white copy stays with CTS.

Our firm policy: **ONE RECEIPT PER DONATION. ONE RECEIPT PER PRESENT DONOR.**

DONATION PICK UPS

(San Francisco Only)

FOR FURNITURE & ESTATES

Sunday through Thursday 10AM ~ 5PM please call ahead to schedule

UNACCEPTABLE DONATIONS

Items that are broken, chipped, cracked, damaged, dirty, odorous, scratched, worn out, stained, torn, wet, moldy, rusty, frayed, unassembled or incomplete **DO NOT SELL!** Items that have been exposed to pet hair or the elements **DO NOT SELL!** Items that have survived a garage sale or three **DO NOT SELL!** We are forced to haul items like these to the dump, which is costly and takes funds away from our quarterly disbursements to the charities.

ITEMS WE MUST REJECT:

Automobiles ~ Children's items, baby furniture, car seats, strollers, cribs, hi-chairs ~ bowling balls ~ chemicals ~ console TVs or stereos ~ desks longer than 5 feet ~ linens ~ metal desks ~ items with failing particle board ~ exercise equipment ~ food products ~ hangers ~ humidifiers, vaporizers ~ medical supplies, equipment ~ inflatable items ~ major appliances ~ mattresses, futons, frames, box springs ~ sofa beds ~ fax machines ~ copiers ~ ski equipment ~ stray encyclopedias ~ blinds ~ computer equipment, printers, keyboards, etc. ~ steam cleaners ~ dirty heaters ~ hairdryers w/o safety plugs ~ electric shavers ~ cosmetics ~ xmas tree stands ~ lateral filing cabinets ~ electric blankets

COMPUTER RECYCLE PROGRAM

We now accept computers for recycling.
(That only includes laptops, monitors, towers, and computers)

WELCOME DONATIONS

- Clean clothing
- Jewelry & Accessories
- Costumes
- Leather
- Shoes, boots
- Books & Stationery
- Art & Seasonal Decorations
- Sports Equipment
- Bicycles
- Collectibles
- House wares
- Furniture
- Cds, records, cassettes, videos
- Lamps
- Electronics
- Bric a brac
- Luggage
- Baskets
- Mirrors
- Crutches, wheelchairs, walkers

Call us if you have a special item!

ZARIN KRESGE
EXECUTIVE DIRECTOR

 COMMUNITY THRIFT

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SAN FRANCISCO, CA 94110
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(415) 861-7483

COMMUNITYTHRIFTSF.ORG