



Operational Guidelines & FAQs

Overview of GiveABQ

GiveABQ is a donations intake and distribution program designed to support multiple nonprofits in New Mexico. It provides a single location for donation drop offs from local businesses and individuals and where social service nonprofits can select and get items they need for their organization or their constituents.

The program is managed by Adelante Development Center, a nonprofit organization with over 40 years of experience. Adelante is an organization that supports people with disabilities, seniors, and disadvantaged populations by providing employment, residential and day services, and other community resources. Adelante will also utilize GiveABQ as a way to provide employment opportunities for people with disabilities or others with barriers to employment.

GiveABQ Operates:

- **Warehouse on 1520 First Street to manage donations**
- **Donation pickups and deliveries, with primary service in the Albuquerque Metro Area**
- **A website that allows participating nonprofits to view available items**
- **Volunteer opportunities for individuals and groups**

Many nonprofits no longer accept in-kind donations or do so only on a limited basis because of the costs, space needed, and other challenges involved with accepting tangible items. GiveABQ intends to provide a viable solution for donors and nonprofits alike.

Furthermore, GiveABQ will promote cooperation between nonprofits, encouraging more coordination between organizations and offer community-wide, multi-pronged solutions to community concerns.

GiveABQ is a prime example of what Adelante refers to as **Mission Leveraging™**. Unlike collaboration which typically involves coordination between organizations with similar missions, **Mission Leveraging™** occurs when the diverse missions of several different nonprofits are positively impacted by one activity or program. This is the mindset behind GiveABQ.

GiveABQ Goals & Positive Outcomes

- More efficient donation intake, processing, and distribution of items to people and organizations in need in New Mexico.
- Greater collaboration between nonprofit organizations.

- Guidance to donors who want to give furniture or household items, but who are unsure which organization can use their in-kind donations
- Job creation for people with disabilities and disadvantaged populations.
- Reduction in waste as items can be re-purposed and re-used.
- Funding relief as it allows non-profits to utilize funding for programs and operations, otherwise spent on office and household items.
- Mission Leveraging™ -- combining resources and programs in a manner that positively impacts the different missions of several organizations.

How Do Nonprofits Get Involved & Receive Donated Items?

1. Upfront Screening of Nonprofits

GiveABQ is designed to work with **all nonprofit organizations** that help people in New Mexico. To ensure we are directing donations where they will have the most impact, GiveABQ will collect the following information from nonprofits before they can participate:

- 501c3 letter of acceptance to prove nonprofit status
- Letter of Good Standing in New Mexico community
- The organization's mission statement
- Organization's logo in electronic form

2. Get GiveCoin™ to Start Spending

Once a nonprofit has completed the screening process and attends an orientation, the organization will be given an initial amount of credits, or GiveCoin™, that they can begin spending on items donated to GiveABQ.

GiveCoin™ are a virtual, not physical, currency that is tracked through the GiveABQ database and accessible to the nonprofits through the GiveABQ website. Each item in the warehouse will be assigned a value of GiveCoin™ based on the resale value of the item. Nonprofits can choose to spend all their GC credits at once or use them over the course of a year to help their clients and mission.

Organizations wanting to receive donated merchandise through GiveABQ must use GiveCoin™ to get those items.

3. How to Shop for Donated Items

Nonprofits can review the donated items on the GiveABQ website and/or stop by our warehouse to check them out. Each organization will assign dedicated shoppers for their nonprofit, and will be registered in the GiveABQ system for access.

Nonprofit shoppers will select and request the donated items they would like to have. Items will be given on a first come, first served basis, meaning the organization to request the item first will have the first chance to get that item.

Typically, arrangements must be made to pick up items within 48 hours or to schedule a delivery with the GiveABQ team. If the recipient wants GiveABQ to deliver their item(s) financial charges will apply. If there is a failure to arrange pickup or delivery, or the pickup is missed, the item may be given to the next requestor. GiveABQ can work with nonprofits on delivery arrangements, but cannot store their items once they have been requested unless rental arrangements have been made with GiveABQ. If the organization does not end up getting the item, their GiveCoin™ will not be assessed.

4. Get More GiveCoin™ if You Need It

Every nonprofit is given initial points, but GiveABQ understands that some types of nonprofits may want more of the donated items due to the nature or scope of their services. For example, nonprofits that connect people experiencing homelessness to apartments or homes may want more household furniture or clothing. Expanding nonprofits may need more office furniture.

However, it is important that the system is fair to all the nonprofits participating, so GiveABQ practices “sharing is caring.”

There are multiple ways to get more GiveCoin™ that fall in line with the spirit of cooperation and teamwork GiveABQ fosters with local nonprofits:

A. Become a Member of GiveABQ

As a new member, nonprofits will receive:

- 500 credits of GiveCoin™
- Email newsletters highlighting featured items and special events at GiveABQ
- Opportunities to collaboration with other member nonprofits

B. Provide Volunteers to GiveABQ

GiveABQ is designed to encourage cooperation and community spirit, so GiveCoin™ can also be earned by organizations that provide volunteers to GiveABQ. GiveABQ will track volunteer hours of people referred or supplied by local nonprofits and those hours will be transferred as GiveCoin™ to the referring organization’s GiveABQ account.

To ensure the safety of our staff, employees with disabilities, and GiveABQ volunteers, all nonprofit volunteers must review the warehouse safety rules and sign a waiver. Volunteers who work more closely with or around our employees with disabilities may have to go through a further screening process. Volunteers must be 15 years of age or older to volunteer independently and must be 9 years of age or older to volunteer alongside a parent, guardian, grandparent, scout leader, or teacher.

To earn GiveCoin™, volunteers or the organization must provide GiveABQ advanced communication to let us know they are volunteering on behalf of a particular organization. Without advanced notice, or if the volunteer does not inform the GiveABQ team upon arrival, volunteer hours may not be credited to the deserving organization. Those volunteers will be deemed simply working for the greater good of the entire nonprofit community. .

For each hour an approved volunteer works, they earn 25 GiveCoin™ credits to the member organization of their choice. If four or more approved volunteers work at the same time, they will earn 100 GiveCoin™ credits per hour for the organization of their choice.

C. Buy GiveCoin™

GiveABQ will allow organizations to buy GiveCoin™ to ensure they get the items they need and want. These purchases will help the nonprofit who needs items to get items for a much lower cost than they would on the open market, helping them to preserve funding for their programs. These purchases will also provide revenue to sustain GiveABQ operations.

5. Special Consideration for Donations

On a case by case basis, the GiveABQ manager will consider giving GiveCoin™ to nonprofits which donate large, high-quality donations.

6. Other Services

GiveABQ will accept other forms of payment (cash, check or credit cards) for deliveries and/or other services rendered through GiveABQ.