

The Friendship Fund

Eastside Marketplace is pleased to offer the Friendship Fund receipt collection and rebate program to qualified non-profit/ not-for-profit organizations. An on-going, year round program, the Friendship Fund currently has over 130 active members and has donated more than \$500,000 to those groups since the inception of the program.

The program is a simple one. Participating groups encourage their members and supporters to shop and send their cash register receipts to the group. Once the group has amassed \$2500 or more in receipts, the receipts are totaled and returned to us. Eastside Marketplace will then make a donation equivalent to 1% of the total to the group. Member groups are noted on the website. It's a 'win-win' program for all involved!

Any Rhode Island non-profit or not-for-profit group is eligible to participate. Requests may be mailed to the market, emailed to esidemkt@aol.com, or phoned in to Christy Costa, the Friendship Fund Administrator at 831-7771.

The Friendship Fund

General Information

REGISTRATION:

Participating groups must be registered with Eastside Marketplace. Completing the registration form and returning to the market is all that is needed for registration.

RECEIPT COLLECTION BY YOUR GROUP:

- Decide how to collect tapes.
 - Some groups put a collection box in a prominent place
 - Some give envelopes to their members
 - Some put announcements in their quarterly newsletters
 - Some have no organized method for collecting tapes
- Publicize your participation in the Friendship Fund to your group (group mailing or newsletter, meetings, announcements, word of mouth, newspaper press release) *Note: Please check with the US Post Office for details and regulations about including our program in a non-profit mailing.
- Designate a coordinator within your group to tally, total and submit receipts

RECEIPT REDEMPTION BY YOUR GROUP COORDINATOR:

- Add and total Eastside Marketplace receipts. Attach a detailed adding slip (by hand is okay) to each batch. (**Un-totaled batches may be returned to you**).
- Receipts must total \$2500 or more to be eligible for the program. (Individual batches can be any amount, the total amount of receipts submitted must be over \$2500) Packages of less than \$2500 will be returned to you.
- Please **summarize** all batches on a **separate sheet of paper**, (preferably letterhead). Include an address and contact person to whom the check should be sent.
- Mail or drop off packet to:
 - “The Friendship Fund” Eastside Marketplace
 - 165 Pitman Street, Providence, RI 02906

Once we receive your receipts, Eastside Marketplace will verify your membership and receipt totals. We will send you a check equal to 1% of the total amount of receipts. Processing time is usually 10 days.

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ORGANIZATION REGISTRATION FORM FOR NON-PROFIT GROUPS AND ORGANIZATIONS

DATE _____

ORGANIZATION NAME: _____

TAX EXEMPT NUMBER: Federal _____

TAX EXEMPT NUMBER: State _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____

*Please attach a copy of your non-profit organizations tax
exempt letter.*