

Instructions for CCC-330 and CCC-330A

NATIONAL NONPROFIT HUMANITARIAN INITIATIVE (NNHI) AGREEMENT 501(c)(3)

This agreement is entered into by 501(c)(3) nonprofit organizations to order donated Commodity Credit Corporation (CCC)-owned nonfat dry milk (NDM) to help feed hungry people in the United States of America. To participate in the NNHI, a complete package, a signed agreement, and all NDM order form(s) for delivery periods through September 30, 2004 must be faxed or mailed to the Kansas City Commodity Office by close of business, 5:30 PM Central Time, September 30, 2003. (Mail must be postmarked no later than September 30, 2003.)

Completed information requirements and signed Forms CCC-330 and CCC-330A are to be mailed or FAX to: Kansas City Commodity Office, Dairy & Domestic Operations Division, P.O. Box 419205, Mail Stop 8718, Kansas City, MO 64141-6205, and FAX NO. (816) 926-6381.

Nonprofit organizations must complete Items 1 through 5; must read Parts A, B, C, D, E, and complete Part E, Items 3A through 3D.

Fld Name / Item No.	Instruction
	Instructions to Complete Form CCC-330
1	Enter organization's Internal Revenue Service (IRS) Tax Identification Number.
2	Enter organization's complete legal name.
3	Enter organization's main address or address of 'parent' company including zip code.
4	Enter name of organization's contact person vested with authority to enter into this agreement.
5	Enter the organization's contact person's telephone number including area code.

Nonprofit Organization must read Parts A, B, C, D, and E.

Part E 3A	Enter the organization's name as entered in Item 2.
Part E 3B	Enter the signature of the representative of the organization vested with authority to enter into this agreement. This must be the same person as Item 4.
Part E 3C	Enter the title of the person vested with authority to enter this agreement.
Part E	The representative of the nonprofit organization by signing and dating

Fld Name / Item No.	Instruction
3D	<p>this form certifies that the data entered on this form are true and correct to the best of his or her knowledge and belief.</p> <p>If you are mailing or faxing this form, print the form and manually enter your signature.</p>

Part E, Items 4A and 4B, are completed by Kansas City Commodity Office.

Nonprofit organization completes Items 1 through 5C.

Fld Name / Item No.	Instruction
	Instructions to Complete Form CCC-330A
1	Enter organization's Internal Revenue Service (IRS) Tax Identification Number. The same Tax Identification Number as Item 1 on Form CCC-330.
2A	Enter organization's complete legal name and main address or address of parent organization including zip code.
2B	Enter organization's telephone number including area code of organization's contact person.
2C	Enter organization's FAX number including area code.
2D	Enter organization's E-mail address or E-mail address of contact person.
3A	Enter name and address including zip code of the warehouse or receiving destination point where organization will be receiving the NDM.
3B	Enter telephone number including area code of the warehouse or receiving destination point where NDM will be received.
3C	Enter warehouse or destination receiving point's FAX number including area code.
3D	Enter E-mail address of warehouse or destination receiving point.
4A	Enter a checkmark in the checkbox beside the type and size of NDM wishing to order on this form.
4B	Enter the total number of truckloads of each type and size checked in Item 4A on this form.
4C(1)	Enter the date of the 1 st Half of the month when you want the delivery made. Delivery will occur between the first and fifteenth of the month.
4C(2)	Enter the number of truckloads you want delivered on the date in Item 4C(1).
4C(3)	Enter the date of the 2nd Half of the month when you want the delivery made. Delivery will occur between the sixteenth and thirty-first of the month.

Fld Name / Item No.	Instruction
4D(4)	Enter the number of truckloads you want delivered on the date in Item 4C(3).
5A	Signature of person authorized to place orders for NDM. Must be the same person as Item 4 on form CCC-330.
5B	Enter title of the person authorized to place orders for NDM in Item 5A.
5C	<p>Enter the name of the representative of the nonprofit organization by signing and dating this form certifies that the data entered on this form are true and correct to the best of his or her knowledge and belief.</p> <p>If you are mailing or faxing this form, print the form and manually enter your signature.</p>

Items 6 through 10C are for KCCO use only.