

Our online application is optimized for Internet Explorer 10 in Compatibility Mode. Please [click here for instructions on Compatibility Mode.](#)

ToolBank works to increase your nonprofit's capacity to serve, on time and under budget!



Our Tool Lending inventory provides access to more than 235 different tool types, yes -that means items such as hammers, rakes, etc.- for use in community service projects. Fellow non-profits and civic organizations are eligible to join the ToolBank and put our blue tools to good use year-round. Whether you are renovating/maintaining a park, painting a mural, building a playground or organizing a community clean-up, the ToolBank can equip your volunteers for a successful project.

In a nutshell, your agency can become a ToolBank member agency for a nominal fee and check out tools year-round, paying three pennies on the dollar for each tool you use. We're here to grow your service to the community and as our more than 200 members can attest - ToolBank works!

In 2015 alone, the Atlanta Community ToolBank equipped almost 50,000 volunteers to complete 2,191 service projects in every corner of metro Atlanta.

Check out the sections below to learn about our membership program, how to join and how to manage your account.

Please note, the ToolBank is a membership program for service organizations and not open to individuals. So, if the project is being conducted on an individual's property or is for personal profit, rather than meeting a community need, our program would not be the right fit.

Member Eligibility Guidelines

*Organizations eligible for ToolBank membership include nonprofits with current 501(C)(3) documentation, which must be provided with the membership application.

*Organized service groups who do not have 501(c)(3) status may still be eligible for membership by discussing alternate forms of charitable intent documentation with our Tool Lending Program Manager, Chad Pickett at 404-254-0938.

Basic Membership/Tool Use Guidelines - please make sure we fit your scheduling needs

Appointments are required for all tool pickups and returns. Tool Lending appointments are available Monday-Friday from 8:00 am – 11:30 am and 1:00 pm -4:30 pm. All tool pick-ups and returns must be scheduled in advance in order to ensure the most efficient experience possible.

The ToolBank is not open on weekends. Saturday appointments can be requested, with notice, between the hours of 8:00 am - 4:00 pm, but do require a \$50 access fee per half hour.

ToolBank kindly requests 2 business day notice all tool orders.

ToolBank member agencies sign and submit a Membership Agreement, assigning financial responsibility for all non-returned tools to the respective member agency.

How to Join ToolBank

A) **Complete the on-line membership form** or contact us to handle the paperwork in person at the ToolBank warehouse. At this time, you will establish a login e-mail and password for your personalized tool order account. Be sure to use a valid e-mail, as all ToolBank reminders will be sent to that e-mail.

B) Review, sign and submit the **Membership Agreement** and review the **Service Policy** (feel free to click the blue links to preview the info)

C) Upload your agency 501(c)(3) or email to Chad.Pickett@toolbank.org

D) Pay annual member dues (see below for member levels). Online payment is not required. You can make arrangements to pay dues at a later time. ToolBank accepts all forms of payment, with the exception of cash. For security purposes, ToolBank does not accept cash transactions or store cash on-site.

A ToolBank representative will contact you to approve the membership and get the fun started!

ToolBank Membership Dues

Member dues are paid every twelve months. Annual membership dues are based on your agency's overall annual/general operating budget:

ToolBank Annual Membership Fees

\$0 - \$100,000	\$15
\$100,001 - \$250,000	\$25
\$250,001 - \$500,000	\$50
\$500,001 - 750,000	\$75
750,001 and above	\$100
* Public School System	\$10
* All Government Agencies	\$100

Tool Handling Fees

After your membership is approved you will be ready to place the first tool order. See the section below for tips on managing your account.

Tool handling fees are assessed at a percentage of the total retail value of tools borrowed. The on-line tool order system will calculate handling fees after you complete the online tool order process. Tools are checked out in 7 day increments. Current handling fee multiplier: 3% of tool retail value **per week**.

Click here to preview the tool inventory. Prices listed reflect the retail value of each tool. Standard tool handling fees will be 3% of the retail value **per week**.

Payment for tool handling fees are not due until the actual tool pickup. ToolBank accepts all forms of payment. For security purposes, The Atlanta Community ToolBank does not store cash on-site **and will only accept cash in the exact amount of the charge.**

ToolBank member agencies also enjoy access to our complimentary Consumable Project Supplies (CPS), which includes cleaning and painting supplies. **Click here to view the CPS list and usage guidelines.**

You are encouraged to call our Tool Lending **Program Manager**, Chad **Pickett** at 404-254-0938 for product and tool usage advice.

How to use your Membership Account and Tool Use

Click and review the Golden Tool Rules - your guide to saving time and money!

Each ToolBank member agency receives a personalized tool ordering account which stores all the tool orders placed by that member agency. Individual login and passwords are established for each account user. Member agencies can add an unlimited number of users to their agency account.

Tool orders are placed via the ToolBank's online system, known as LFNT. Each time you place a tool order you will login with your selected e-mail and password. Visit atlanta.toolbank.org and click Member Account Login on the left side of the homepage. **Click to see login page.**

Here are the Five Easy Steps to Tool Orders!

Upon login you will enter your account. The middle section is the activity journal, which shows all previous account activity. To begin the order process, click the New Tool Order button on the left. You will be asked to select a date and time for your tool pickup.

Appointments are required for all tool pickups and returns. Tool Lending appointments are available Monday-Friday from 8:00am.-11:**30**am and 1:00pm - 4:30pm and must be scheduled in advance in order to ensure the most efficient experience possible.

Saturday access appointments are available by request, for a \$50 fee **per half hour.**

ToolBank kindly requests **2 business days'** notice all appointments!

How to Add Approved Users to Your Account

Member agencies can add an unlimited number of users to their agency account. The primary account user can add or remove any contact within the account. We strongly advise all primary account users to carefully consider who has access to the account. Remember, your agency is responsible for payment of full retail value of all non-returned **tools**. To add new account users, login to your account, click Account Info on the left side and then click Add Tool User, follow prompts to add user info and login credential

ToolBank - The Movement is Growing!

Thank you for your interest in our unique tool lending resource. We hope this info has been helpful! The Atlanta Community ToolBank was founded over **25**years ago in response to the nonprofit sector's critical need for access to quality, affordable tools. In 2008, our parent nonprofit, ToolBank USA was born to replicate the ToolBank model nationwide. Today, we have nine active sister affiliates currently loaning tools, with several new affiliates in the formation stage. Visit the ToolBank USA website to catch the latest developments as the blue tools transform communities nationwide.