

**St. Vincent de Paul**  
**Furniture Distribution**  
1117N Jackson  
(West side of building)  
Bloomington, IN 47404  
**Saturday Mornings**

**8:30 AM**

Registration begins

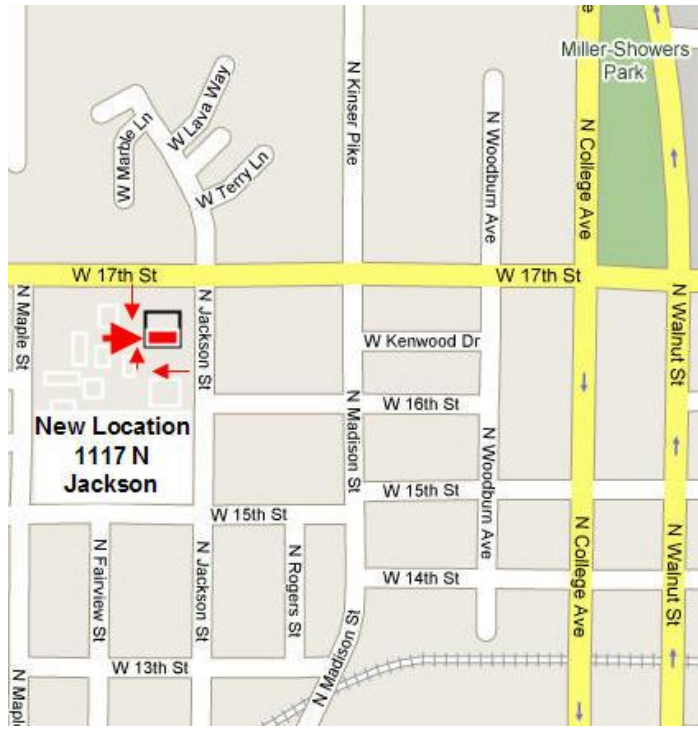
**9:00 AM**

Distribution begins

Voicemail: 812-961-1510

Email: [info@bloomingtonsvdp.org](mailto:info@bloomingtonsvdp.org)

Web: [www.bloomingtonsvdp.org](http://www.bloomingtonsvdp.org)



### **Guidelines and Procedures for Furniture and Appliance Distribution**

*St. Vincent de Paul (SVdP) is an all volunteer organization. Throughout the week we pickup and store donated furniture and appliances for those in need. In order to insure fairness and efficiency in the distribution of these items we have developed the following guidelines and procedures.*

1. **New vouchers must be approved by SVdP.** All vouchers must be approved by SVdP usually through a home visit. New clients that do not have a phone or have not been contacted by SVdP may come to the warehouse between 8:30am and 9:30am on any Saturday and have a home visit scheduled.
2. **Vouchers expire 3 months from date of issue.** If client registers at warehouse 3 times while voucher is active then voucher is eligible for one extension of 3 months from date of issue. Only 1 voucher is allowed per household every 6 months and items requested must be for client's current residence and use.
3. **Client and voucher registration begins at 8:30 AM** each Saturday at the SVdP warehouse. Electronically submitted vouchers that have been approved and validated by SVdP will be on file at the warehouse.
4. **Item distribution begins at 9:00AM.** Clients arriving prior to 9AM are called and served according to the date listed on their voucher. Oldest dates are served first. Unless client has been granted a written exemption in advance by an SVDP member, clients arriving after 9 AM will be served in the order they arrive and only if time permits.
5. **Quantity limitations apply.** No more than 5 listed items may be obtained per visit and only 1 of those items may be a dresser. TV's are generally limited to households without a TV. There is a waiting list for appliances such as washers, dryers and refrigerators. Ask for details.
6. **Availability of items** is dependent upon the donations made to SVdP. Several visits may and probably will be required before some requested items are available and some items may not become available during the life of a client's voucher.
7. **Local delivery** is usually available from our volunteers with trucks. For deliveries we ask for a \$5 donation to help us cover the costs of operation. We also ask that the client remain at the warehouse until the truck is loaded and then to help guide the driver to their residence.
8. **SVdP's decisions are final regarding these policies.** Restrictions and limitations are subject to change and additional policies not stated here may apply. Please inquire at warehouse about any changes or additions.

# Washer & Dryer Procedures

SVdP receives many more requests for washers and dryers than donations. To better facilitate our clients we have developed a new policy regarding the distribution of these items. This policy is effective as of July, 2010.

1. Washers and Dryers requests are limited to families with at least one child 12 and under or to disabled persons. Priority is given to clients who have not received a washer or dryer from SVDP before.
2. To be eligible to receive a washer and/or dryer clients must have a voucher for the item and register in person at the warehouse for the Washer/Dryer list. Once on the list clients do not need to be present at the warehouse when an appliance becomes available.
3. As washers and dryers are donated clients will be called according to their placement on the list and not by voucher date. An attempt will be made to contact client by phone. If client cannot be reached then next person on list will be called until item or item pair is distributed. Process will repeat as items are donated.
4. Clients are responsible for notifying SVdP of any changes in their contact information.
5. Washers and Dryers are warranted for 30 days only. If client finds appliance is defective they must notify SVDP within the 31 days of receiving item and client will then be placed back on the list for a replacement unit.

# Refrigerator Procedures

Clients requesting refrigerators may be put on waiting list if they request it at the SVdP warehouse.

1. When a refrigerator is donated an attempt will be made to contact the client next in line to receive. If client cannot be contacted in a timely manner then next person on list will be called until item or item pair is distributed. Process will repeat as items are donated.
2. Clients are responsible for notifying SVdP of any changes in their contact information.