



2020 MEMBER AGENCY GUIDELINES

Furniture Sharehouse, Westchester's Furniture Bank, collects gently-used furniture from the public in our warehouse located at the Westchester County Airport and provides it to needy clients referred by Member Agencies.

MEMBER AGENCY QUALIFICATIONS:

We welcome as Member Agencies organizations that serve clients who are transitioning from homelessness or other crisis situations and need but cannot afford basic home furnishings. Member Agencies must have offices in Westchester County and clients referred to Furniture Sharehouse must be residents of Westchester County.

MEMBERSHIP FEES & REFERRAL FEES:

1. Annual Membership fee of \$150.00 per calendar year, payable at the time of initial enrollment or renewal.
2. \$25.00 Referral Fee per client appointment is due for each appointment kept, late cancellation or no-show. Pre-payment of a minimum number of client referral fees is required in accordance with the following schedule:

	# Kept Appts, Late Cancel & No-Shows in Prior Year	Prepayment Required
New Membership:	n/a	\$ 50.00
Renewal:	0-4	\$ 50.00
	5-8	\$150.00
	8-12	\$250.00
	13 – 20	\$350.00
	Over 20	\$500.00

3. Once a Client Appointment is confirmed, the Agency will be charged a \$25 referral fee unless the appointment is cancelled by noon on the Friday preceding the appointment. Day of appointment “no-shows”, cancellations after noon the Friday before, and clients who keep their appointment but “do not see anything they like” will all incur the \$25.00 fee, which will either be charged to the Agency’s prepaid referral balance or must be paid by the Agency before additional appointments can be made.
4. Prepaid referral fees do not expire and unused fees will be rolled over to next year.

REFERRAL & APPOINTMENT PROCEDURES:

Please read and follow the procedures in our **Client Referral Guidelines** and **Client Referral Form** available in the Member Agency section on our website www.furnituresharehouse.org. If you have any questions, please contact office@furnituresharehouse.org.

To become a Member Agency, complete the 2020 Member Agency Application and mail it, together with a check for the \$150 Membership Fee and the applicable pre-paid referral amount, payable to *Furniture Sharehouse*, to the address below.

We look forward to working with you and your clients!