



2023 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. Pre-payment of a minimum number of client referral fees is required in accordance with the following schedule:

	<u># Kept Appts, Late Cancel & No-Shows in Prior Year</u>	<u>Prepayment Required</u>
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. 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, or to renew your membership, complete the 2023 Member Agency Application and mail it, together with a check for \$150 Annual 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!

Furniture Sharehouse, P. O. Box 702, Larchmont, NY 10538 914.834.1294