



Turning Empty Houses Into Homes

The Furniture Co-Op Membership Agreement

The Furniture Co-Op, 30 Morris Avenue, West Haven, CT, 06516

Phone / Fax (203) 389-1112

<http://www.nhhr.org/what-we-do/furniture-co-op.html>

This application must be completed in its entirety, signed, dated and submitted with payment

Agency / Company Name

Name of Executive Director / CEO

Address

City / Town

Zip

Phone

Fax

E-mail

Agency Website

Please list the names, #s and email addresses of all case workers / staff members who will be accessing The Furniture Co-Op. Please attach additional sheet if needed.

Membership Fee Details

The Furniture Co-Op is a membership organization. Member organizations are required to pay a \$250 membership fee annually. This entitles each agency to refer as many eligible clients as needed in a 12 month period. All families/households referred will incur a \$40.00 access fee which is payable on selection day. This fee may be paid by the member agency or the referred family/household. Each family/household is entitled to a maximum of 4 major items and 2 minor items. Please refer to TFC Referral Form for the items that are considered major and minor. Each member agency is asked to send staff or volunteers to TFC to volunteer each month. All member agencies **must** attend a one hour TFC member training upon enrollment into TFC. NHHR staff will visit member agencies to train any new staff after the initial training session. There will be quarterly membership meetings to discuss TFC policies and procedures, struggles, successes, suggestions and challenges. Agencies should promote donors to donate gently used furniture and housewares that are in good condition to TFC on an on-going basis. Your clients are counting on a warehouse that is full of quality furniture and housewares; let's make sure we can give it to them together! TFC can help to arrange delivery of furniture for a fee. All delivery fees must be paid prior to delivery. Please refer to TFC Referral Form for the delivery specifications. The TFC is open on Tuesday 9am - 2pm and Saturday from 9am - 1pm for selection, pick up, donation drop off and volunteer opportunities.

Executive Director/CEO Signature

Date

**Make checks payable to New Haven Home Recovery, Inc. and mail to 153 East Street, 3rd Floor, New Haven, CT 06511.*