

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

8:20 AM

Registration begins

9:00 AM

Distribution begins

**Check website or call voicemail for
holiday or weather closure notices**

Voicemail: 812-961-1510

Email: info@bloomingtonsvdp.org

Web: 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 donated furniture and appliances. In order to insure fairness and efficiency in the distribution of these items to those in need 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 to schedule a home visit. Office hours: 8:30 AM - 10:00 AM on Saturdays and 11AM - 1PM on Tuesdays and Thursdays.
2. **Vouchers expire 3 months from date of issue.** If a client registers at the warehouse 3 times while their voucher is active they are eligible for one extension. Only 1 voucher is allowed per household during any 6 month period and items must be for client's current residence.
3. **Client and voucher registration begins at 8:20 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 an exemption 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.** Generally there is a maximum limit of 1 pickup truck load of items allowed per visit. Other limitations may apply such as only 1 dresser per visit. 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 often 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 guidelines and procedures are subject to change as conditions warrant.** Please inquire at warehouse about any changes or additions to what is stated here.