First Presbyterian Church Furniture Ministry
506 West Davis Street, Burlington, NC 27215
336-212-2937 Fax 336-228-1705

Partner Agency Guidelines

Our mission is to provide new or gently used furniture to those in need, treating each client graciously, with Christian hospitality. Our service area is Alamance County.

- Recipients must have a referral from a local service agency, school, or pastor. Referral agencies must be able to verify that a client is in need of furniture and lacks other resources to satisfy that need.

- The Furniture Ministry does not take walk-ins and requests that partner agencies only refer clients with whom they have a relationship.

- A home visit by the agency to verify need is strongly recommended. If your agency cannot do home visits, please contact the Furniture Ministry at 336-212-2937.

- The Furniture Ministry needs complete information about your agency. Please have the director of your agency or a designee fill out the **Partner Agency Information Form** and fax it to 336-228-1705. Please list all agents who have permission to make referrals. Please let us know if there are staffing changes.

- When a client in need of furniture is identified, the partner agency should:

  - Complete the **Furniture Referral Form** with the client.
    - Request all furniture needed. We will make every effort to meet the client's needs, according to our inventory at the time.
    - If there is more than one adult on the referral, please add names of the other adult (s).
    - Please designate on the referral form if the beds are for adults or children.
  - Have the client read, initial and sign the **Client Checklist**.
  - **Fax both forms (Furniture Referral Form and Client Checklist)** to the First Presbyterian Furniture Ministry at 336-228-1705.

- After the Furniture Referral Form and the Client Checklist are received, a Furniture Ministry volunteer will call the client to discuss the items that are available and arrange a delivery date. If additional information is needed, the volunteer may call your agency as well.