



"Working together to transform the community one nest at a time"

greenNest
Partnering Agency
Handbook

Revised July 2022

630 Brookstown Avenue
Winston Salem, NC 27101
336-661-8091
www.greenestws.org

Partnering Agencies Guidelines



greeNest relies on its Partnering Agencies to qualify and refer eligible participants as outlined below.

- Partnering Agencies must provide programs that offer their participants ongoing support that promotes self-sufficiency and addresses the underlying cause for the participant's current situation. As such, each Partnering Agency should refer only qualified individuals who are in a case-managed program or are receiving pastoral care and congregational support and whose needs have been verified through a home visit.
- To become a Partner, the Agency must submit an application, along with a one-time non-refundable \$50 application fee payable to greeNest, prior to scheduling the first appointment.
- Partnering Agencies must operate within Forsyth County and priority is given to Forsyth County residents when referred.
- The ideal candidate to receive furnishings is one who is currently transitioning or who has recently transitioned into stable housing after a period of unstable housing due to homelessness, domestic violence, immigration status, substance abuse recovery, incarceration, fire or natural disaster, or other circumstance. The ideal candidate is employed or otherwise able to sustain the new housing situation long-term.
- The furnishings available from greeNest are meant to fulfill an unmet need, rather than to upgrade a participant's current furnishings. Our goal is to provide basic needs, and our service is available on a one-time only basis.
- Each Partnering Agency understands that most of the household furnishings, donated to and made available by greeNest to program participants, are not new. In addition, the Agency will advise its referred participants that the used furnishings are provided in "as-is" condition and are not warranted, refundable, nor subject to exchange.
- In addition, there is a separate furnishing fee, which is determined by the furnishings chosen at the appointment. The fee can be estimated on page two of the Referral Form and is due and payable at the time of the appointment. This payment may be paid by cash, debit or credit card, or agency check. No personal checks or Money Orders will be accepted.
- Requests for service should be submitted at least three days prior to the desired appointment time. Service is available on a one-time only basis. greeNest will attempt to fulfill the requested order at the appointment time, as its inventory allows. Please understand and communicate to participants that we cannot guarantee an item's availability and that some items will have to be limited (i.e., dressers, sofas, etc.).
- Each referred participant is responsible for transporting all selected furnishings, using an adequate and safe means of transportation, and is liable for any damages resulting from that transportation. Furnishings cannot be held and must be taken at the time of selection. If participant is shopping by special arrangement at a time other than greeNest's regular operating hours, additional "muscle" is required to load items, as there will be no volunteers to assist.
- **Each case manager who refers a client to greeNest will:**
 - Attend a tour or orientation at greeNest prior to submitting a request for service.
 - Qualify referrals, verify needs, and explain greeNest's program and requirements to each potential participant prior to submitting a referral.
 - Determine what furnishings are needed and advise the participant of the amount due of the time of service.
 - Attend the scheduled appointment or assign another trained case manager to attend in their place.
 - Ensure participants have transportation arrangements in place prior to appointment.
 - Communicate in a timely manner any changes, cancellations, etc., to greeNest's Program Manager.

Brief Description of Agency Program & Ongoing Participant Support:

Statement of Typical Participant's Living Situation and Needs:

How will the furnishing fee be paid (agency grants/donors, the participant, etc.)?

How will this agency promote greeNest and increase donations of furnishings?

Estimate of the number of referrals this Agency Partner will make: _____ per month / year.
(circle one)

As a *greeNest* Partner, this Agency understands and agrees to (please check):

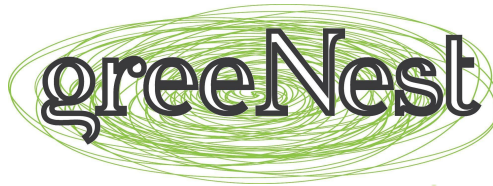
- ____ Provide an address proving that the agency resides within Forsyth County
- ____ Provide copy of IRS confirmation of tax-exempt status and annual update regarding any change in status, unless Partner is a government agency
- ____ Email agency logo in PNG/JPEG format
- ____ Read and adhere to the greeNest Guidelines (attached)
- ____ Refer only qualified and eligible participants, whose needs have been verified
- ____ Pay one-time \$50 application fee to be submitted with application
- ____ Help support and promote greeNest by:
 - ❖ Referring any potential furnishing donations to greeNest for which the Agency Partner does not have an immediate need
 - ❖ Partnering as possible to secure funding or grants for *greeNest's* operating costs or special programs

Application Submitted by: _____

Title: _____ Date: _____

Accepted at greeNest by: _____

Title: _____ Date: _____



For informational purposes only. Please submit all referrals through the website: www.greenestws.org

Referral Type

Participant:	Agency Representative Name:	
Address:	Agency:	
Phone:	Email:	
Email:	Phone:	
Reason for Referral:	Referral Received:	
Ethnicity:	Furnishing Fee/Points:	
Gender:	Mattress Request:	
Age:		
Veteran:		
Bedrooms :	Anticipated Total Amount Due: \$	
Bathrooms:		
<p>Up off the Floor beds for kids: We have expanded our Up Off the Floor program!</p> <p>Number of Beds Requested:</p> <p>Number of Pack and Plays Requested:</p>	Furnishing Fee will be paid by:	
	Furnishings will be transported by:	

# of Adult Females	# Adult Males	# of Children						

For greenNest only:

Date	Twin Mattresses	Twin Frames	UoF Bed Packs	New Bed Pillows	Pack and Play Portacribs	Pack and Play Sheets	Picked up by	greenNest Rep

Points per item and inventory of items available are subject to change based on availability

LIVING ROOM

Couch or Loveseat (1 per referral)	30 /25 / 20	
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Upholstered Chair or Recliner (1 per referral)	10 / 20	
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Coffee Table	12	
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Side Table	12	
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KITCHEN

Dining Package	10	
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Cooking Package	15	
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Dining Table	20	
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Dining/Side Chair	5	
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Microwave	10	
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Small Appliances	4-10	
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BEDROOM

Headboard with bed rails / Bed Frame	10 and Up	
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Metal Bed Frame (bed rails only)	6	
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Dresser (general guide is 3 drawers/person)	20	
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Bedding Kit	10	
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Night Stand	12	
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Desk / Bookshelf	15	/
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Bathroom Kit	5	
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ACCESSORIES

Lamps/Art/Misc Decorative		
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greeNest Participant Checklist

We are glad to be able to serve you as you choose your furnishings. Please be aware that shopping is for basic items. There may be limits placed on some items.

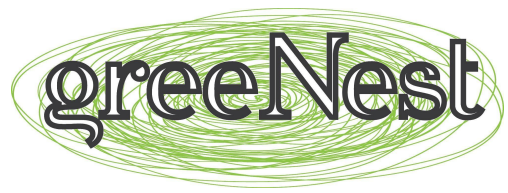
Participant Name _____

Agency Name _____

- 1. Obtaining furniture from greeNest is a once-in-a-lifetime opportunity. It is not possible to return later or swap furniture. Furniture is available to fill a need and not to replace existing furniture and is intended for your home only, not for friends or family.
- 2. All furniture selections are limited to the inventory available the day of your visit. There may be limits on certain items that are often in short supply.
- 3. The household furnishings are used. Such household furnishings are provided "as is" and greeNest makes no warranties or representations regarding their condition.
- 4. A volunteer and/or staff member from greeNest will accompany me while I make my selections.
- 5. Once my appointment is finished, my selections are final.
- 6. I am responsible for transporting my selections at the time of my appointment. I understand that greeNest does not deliver. I am responsible for providing a vehicle large enough to carry all of the items I select.
- 7. I assume all risk of loss or injury related to or caused by the household furnishings once I have removed them from greeNest premises.
- 8. I give permission for greeNest to photograph me for use on social media, the greeNest website, or in other promotional materials.
- 9. I give permission for greeNest to use my (first) name on social media, the greeNest website, or in other promotional materials.

Client _____ Date _____
(Signature)

Case Manager _____ Date _____
(Signature)



Handout For the Participant

- ★ Things to know when preparing for your visit.
 - Your visit is a one-time event. It is not possible to return later or swap furniture. Furniture is available to fill a need and not to replace existing furniture and is intended for your home only, not for friends or family.
 - All of our furniture and household goods are donated and used.
 - Furniture selection varies depending on current inventory and some items may be limited by family size.
 - The Furnishing Fee is broken into \$25 increments and is based on the “point” total associated with the items you selected when you and your case manager completed the referral.

- ★ Payment is required at the time of your appointment.
 - We accept cash, cashier's check, or debit/credit card
 - We don't accept checks or money orders

- ★ Physically able help to assist in moving and transportation are required
 - And are your responsibility (unless otherwise previously arranged by your Case Manager)
 - Need to be on-site at the time of your appointment
 - A moving truck is recommended if your furnishing fee is over \$150 (this usually means you have large items ie: sofa and dining table)

- ★ Reminders for Day of Appoint at greenNest
 - Confirm your transportation. Do you know where to pick up your truck? Do you have tie-downs? Do you have someone to help you load and unload your furniture?
 - Make sure you have your payment ready! We don't accept checks or money orders, but we will accept cash, cashier's check, or debit/credit card.
 - Make sure you know where we are located - 630 Brookstown Avenue, W/S, 27101
 - It is a good idea to find us before your actual appointment, especially with all of the construction going on downtown.
 - You should be on time because there may be a family scheduled after you, and you will want to have plenty of time to shop. Please let your Case Manager know ASAP if you need to cancel or reschedule your appointment.
 - Communicate only through your Case Manager with regards to scheduling or changing your appointment

What's included in our Kits and Packages

Bathroom Kits - 5 points

- Laundry Basket
- 2 Bath Towels
- 2 Hand Towels
- 2 Wash Clothes
- Shower Curtain, liner and rings
- Bath Mat
- Waste Basket
- Clothes Hangers
- Bar of Soap w/a soap dish
- Small Glass
- Toothbrush

Bedding Kits - 10 points

- Flat Sheet
- Fitted Sheet
- Pillowcases
- Comforter/Bedsread
- May include other decorative items

Dining Packages - 10 points

(in sets of 4 or 6)

- 2 Dishcloths
- 2 Dish towels
- Pitcher
- Pot holder
- Plastic containers
- Cereal bowls
- Cups/Mugs
- Dinner plates
- Glasses
- Salad/Bread plates
- Silverware: forks, knives, spoons
- Dessert/Fruit bowls
- Placemats and/or napkins
- Platter
- Salt/Pepper shaker set
- Silverware tray
- Sugar/Creamer
- Cookbook
- Serving Bowls
- Salad Bowl & Servers
- Trivet
- Tablecloth
- Butter Dish
- Other Misc accessories
- Some Items may be substituted

Cooking Packs - 15 points

- Bag Clips
- Cookie Sheet
- Can Opener
- Casserole - 1 small & 1 large
- Colander
- Cutting Board
- Grater
- Knives: 1 meat, 1 Chopping & 1 paring & 1 other
- Loaf Pan
- Measuring Cup(s) Dry
- Measuring Cup(s) Liquid
- Measuring Spoons
- Meat Fork
- Mixing Bowl - 1 small & 1 large
- pot - 6-8 quart
- Pie Plate
- Saucepan – 1 small & 1 medium or large
- Utensil Holder
- Skillets - 1 small & 1 medium
- Spatula/Bowl Scraper
- Spatula/Turner
- Spoon - Large
- Spoon - Slotted
- Tongs
- Veggie Peeler
- Whisk
- Wooden Utensils
- Some Items may be substituted

List of low cost movers

(not a complete list and only suggestions - not recommendations)

Bread's Moving and Hauling

Ahmad Bell

336-438-2125

Text for a quote

breadmaninvestments@gmail.com

CP Transports

Coy Parker

336-486-8819

cptransportations@gmail.com

X-Man Delivery & Moving

Xavier Justiniano

336-473-2808

x.justiniano@icloud.com

<https://x-man-deliverymoving-services-llc.business.site/>