

Helpful Information

❖ **Shopping days and times:**

- Tuesday through Friday, usually at 10:30 am and 1:30 pm
- We will work with you to schedule your clients for a time that works best for all
- We will try to accommodate your schedule

❖ **Communication**

- Email is the preferred method of communication for inquiries and general information.
- Should you need to cancel or reschedule your appointment, please do so via the Calendly link sent out with your referral confirmation email.
 - Please call or email us if you or your client are running late
 - We know that sometimes this is out of your control
 - If you or your client are more than 30 minutes late and there is someone scheduled after you and they are on time, you will have to reschedule

❖ **Transportation and physically able help**

- Transportation needs to be arranged by case manager or client prior to shopping day
- Transportation of home furnishings from greeNest to your client's new home should happen the day of the appointment.
 - Physically able help and transportation are necessary and non-negotiable
 - Make sure you bring bungee cords, or other tie-downs to secure the furnishings.
 - Communicating the importance of this to your clients is vital

❖ **Furnishing Fee**

- Due at time of appointment
- Payment may be paid by cash, cashier's check, or debit/credit card, or agency check. **No personal checks or Money Orders will be accepted.**
- If you have a "special situation", please work this out with Program Manager prior to the appointment (ie: 3rd party paying the fee)

❖ **Limits on some items** and why we have items that are "Not for Sale"

- We have to limit high demand and low inventory items, it's the only fair way for us to provide the basics for each client
 - Dressers - 3 drawers per person is our general rule
 - 1 sofa or loveseat per referral

- 1 upholstered chair per referral

➤ Items marked “Not for Sale”

- They may look great, but are not functional or are too fragile
- We keep a few key pieces of furnishings for continuity and to keep us looking like an “inviting showroom” instead of a “warehouse”

❖ We strive to keep the Partner Agency tab on our website up to date and have created a “Partner Agency Dashboard”.

❖ Thank you for all you do for our community!

Handout For Participants

★ 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.
- 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 DO accept cash, cashier's check, or debit/credit card**
- **We DO NOT accept checks or money orders**

★ Physical help to assist in moving and transportation are required

- And are your responsibility (unless otherwise previously arranged by your Case Manager)
- Needs 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 greeNest

- 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

Dining Packages - 20 / 25 points (in sets of 4 or 6)

- Dish cloth
- Dish towel
- 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

Basic Cooking Packages - 25 points

- Baking Pan - 2
- Can Opener
- Casserole - 1 small & 1 large
- Colander
- Cutting Board
- Knives
- 1 meat, 1 Chopping & 1 paring
- Measuring Cup(s)
- Measuring Spoons
- Mixing Bowl - 1 small & 1 large
- pot - 6-8 quart
- Saucepan – 1 small & 1 medium or large
- Shopping Bag
- Skillets - 1 small & 1 medium
- Spatula/Bowl Scraper
- Spatula/Turner
- Spoon - Large
- Spoon - Slotted
- Tongs
- Veggie Peeler
- Whisk

Baking Pack Add-on 10 points

- cake pan either (1) 13x9 or (2) 9x9
- fresh keeper
- loaf pan (glass or metal)
- measuring cups
- muffin tin
- pie plate (glass)
- pizza/cookie sheet
- roasting pan
- rolling pin
- storage bowls w/lids - 2

Large Family Add-on 5 points

- 8 qt (or larger) pot w/lid
- 8 qt (or larger) dutch oven (oven proof or cast iron)
- broiler pan
- grater
- ice cream scoop
- large pyrex casserole
- steak knives

Efficiency Packs 20 points

- Baking Pan
- Can Opener
- Casserole
- Chopping Knife
- Colander
- Container for Utensils
- Cutting Board
- Measuring Cup
- Measuring Spoons
- Mixing Bowl
- Paring Knife
- Saucepan – Medium
- Skillet
- Spatula/Bowl Scraper
- Spatula/Turner
- Spoon - Slotted
- Veggie Peeler
- Cereal bowls - 2
- cookbook
- Cups/Mugs - 2
- Dessert/Fruit bowls - 2
- Dinner plates - 2
- Dish cloth
- Dish towel - 2
- Glasses - 2 large and small
- Pitcher
- Placemats and/or napkins - 2
- Plastic containers - 3
- Platter - 1
- Pot holder
- Salad/Bread plates - 2
- Salt/Pepper shaker set

Efficiency pack cont.

- Silverware tray
- Silverware: forks, knives, spoons - at least 2 of each
- Sugar/Creamer
- table cloth
- trivet

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

List of low cost movers

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

X-Man Delivery & Moving

Xavier Justiniano

336-473-2808

x.justiniano@icloud.com

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

CP Transports

Coy Parker

336-486-8819

cptransportations@gmail.com

Cliff Harvel's Moving Company, Inc.

Calvin Parrish

336-768-1174, Winston Salem

336-996-6725, Kernersville

cliffharvels@aol.com

www.cliffharvelsmoving.com

Bread's Moving Company

Ahmad Bell

336-438-2125

breadmaninvestments@gmail.com