

SVDP THRIFT STORE VOUCHERS GUIDELINES

STA Liason's Job Responsibilities:

1. Track all our accounts at the Thrift Store.
 - A. Cash account
 - B. Vincentian Dollars
2. Be the sole person(s) to submit and track vouchers for our advocate's requests.
3. Organize and encourage volunteers and groups from our STA parish (and in our STA boundaries) to work at the Thrift Store to accrue Vincentian Dollars on our client's behalf.
4. To reconcile all volunteer hours done on the behalf of STA SVDP with the Thrift Store records.

Advocates procedure for a voucher request for a neighbor:

1. Routine Hotline requests for furniture go on our usual list and will be treated differently than voucher requests.
2. The need for a thrift store item would most likely be determined by the advocate during the home visit. If a need is discovered during the visit, the advocate would present the request to the Committee and the Thrift Store Liason (TSL) at a Tuesday night meeting.
3. If approved, the TSL will contact the store manager directly and provide the neighbor's name and amount of the voucher award.
4. The store manager will note the amount of the award electronically. There is no need to provide a hard copy of the voucher to the neighbor.
5. TSL will then inform the advocate that the neighbor has been cleared to visit the thrift store. The advocate will remind the neighbor that a proper photo ID is required at the time of the visit. The Thrift Store retains the right to turn away a person if proper ID is not presented. Neighbors are responsible for transporting the furniture to their home. Vouchers for thrift store purchases will not be provided without a home visit.

VOUCHERS are for:

- A. Clothes and shoes
- B. Household items (Pots, pans, dishes, utensils, lamps, small appliances.)
- C. Basic furniture-Beds, couch, chairs, tables
- D. Religious and inspirational articles