

Materials

Volunteer Sign-In Sheet*

Donor/Drop-Off Crew Packet:

- Donor Drop-Off Instructions*
- Donor Drop-Off Form*
- Houston Furniture Bank Tax Receipts*
- General Information About Houston Furniture Bank*
- Traffic Flow Diagram
- Pen
- Clipboard

Tallier Packet:

- Donation Tally Form*

To make this a special event we will provide:

- Step stake signs
- A Houston Furniture Bank banner

* = items provided by Houston Furniture Bank

Donor/Drop-Off Crew Packet



HOUSTON FURNITURE BANK

Making Empty Houses Homes

Donor Drop-Off Instructions

Before Donors Arrive

- Prepare trucks by making sure they are free of large debris

When Donors Arrive

- Help unload furniture from their vehicle
- Fill out a Donor Drop-Off Form for each donor
- Fill out a Tax Receipt: retain the white copy and give the donor the yellow copy
- Give the donor a copy of the General Information about Houston Furniture Bank document
- Thank the donor for their furniture donation

After Donors Arrive

- Place donations inside the trucks, compacting the furniture from front to back
- Give every Donor Drop-Off Form to tallier

When Furniture Drive Ends

- Make sure all donated furniture is in the trucks

Sample Donor Drop-Off Form

Furniture Drop-Off		
<p>Date: 03/25/2021</p> <p>Donor Contact Name: John Smith Mobile Phone: (123) 456-7890</p> <p>Drop-off Location: 000 North Freeway Houston, TX 77000</p> <p>Special Instructions: N/A</p>		
Item	Description	Qty
King Mattress	Beautyrest, grey & white	2
Dining Table	Natural wood	1
Dresser	Dark brown with gold handles	1
TV Stand	Black with glass doors	1
Lamp	Blue and yellow checkered shade	2

TOTAL NUMBER OF FURNITURE ITEMS: 7

Donor Drop-Off Form

Furniture Drop-Off		
Date:		
Donor Contact		
Name:		
Mobile Phone:		
Drop-off Location:		
Special Instructions:		
Item	Description	Qty

TOTAL NUMBER OF FURNITURE ITEMS: _____

General Information about Houston Furniture Bank

Thank you for your generous donation to Houston Furniture Bank! Your donation will go directly to families in need through a network of partner social service agencies.

Houston Furniture Bank is a charitable 501(c)(3) entity that has been serving families since 1992! We serve as a stepping stone to improve living conditions resulting from poverty, homelessness, domestic violence, mental and physical health concerns, and natural disasters by providing furniture at no-cost to families and individuals. The furniture and household items you collect will help individuals and families from over 45 social service agencies create a safe, comfortable and healthy home. So far, we have helped over 100,000 individuals, including over 50,000 children! Since our resources depend on generous community donations, a furniture drive is a great way to ensure that we have the items needed to serve those in need. In addition, we:

- Help over 1,000 families each year.
- Established the Furniture Outlet, which supplements funding for our organization through the resale of donated items and is accessible to the general public.
- Established a mattress-recycling program in 2012 to help remove the 750,000 mattresses that are discarded into Houston area landfills each year.
- Created the No Kids on the Floor! Initiative in 2019 to address the estimated 300,000 children who sleep on the floor in the Greater Houston area. and has served 1,000 children alone in 2020.
- Established our Mattress Builders program in 2018, as a social business in the wake of Hurricane Harvey. 3,500 Harvey survivors have been assisted to date. The Mattress Builders also work tirelessly to create bed sets for our “No Kids on the Floor!” Initiative.
- Initiated a Donation Art Gallery, which is made up of original artwork donated by local artists. Clients select a piece of art after their appointment to help make their empty house a home.
- Have a volunteer decorating service (D.I.V.A.S.) that helps select furnishings and makeover selected families’ homes.
- Are a second chance employer, working to create job opportunities for individuals with barriers to employment.

Tallier Packet



HOUSTON FURNITURE BANK

Making Empty Houses Homes

Donation Tally Form

Item	Quantity
Living	
Sofa	
Love Seat	
Sectional	
Upholstered Chair	
Ottoman	
Bookcase	
Dining	
Table	
Dining Chair	
Tables	
Coffee Table	
End Table	
TV Stand	
Beds	
King Mattress	
King Foundation	
Queen Mattress	
Queen Foundation	
Full Mattress	
Full foundation	
Twin Mattress	
Twin Foundation	
Headboard	
Rails	

Bedding	
Sheets	
Pillows	
Blankets	
Bedroom	
Nightstand	
Chest	
Dresser	
Miscellaneous	
Desk	
Office Chair	
Mirror	
Lamp	
Total Number of Items Collected:	