

ECUMENICAL STOREHOUSE REFERRAL

INSTRUCTIONS TO REFERRING AGENCY

- We provide used household goods at no cost to referred clients living in Anderson, Roane, Morgan, Scott, or Campbell Counties. Although service is generally on a first-come, first-served basis, priority will be given to special situations, e.g., victims of fire, tornado, flood, or domestic abuse. A copy of an official report is required to get such priority.
- Remind the client that a photo ID is required at each visit to the Storehouse.
- If the client does not speak proficient English, they must provide an interpreter.
- Referrals are good for six months and subsequent referrals to the Storehouse from any referring agency will be limited to emergency situations, such as fire, tornado, flood, or submission by a caseworker, OR must be approved by the Storehouse President or designee prior to continued service.
- Information placed in the following box will be entered onto the Client Service Record for use at the Storehouse.

TO BE COMPLETED BY THE REFERRING AGENCY REPRESENTATIVE (Please Print)

I confirm that _____ living at _____
(Client's Full Name) (Client's Street Address)

in _____ of _____ County Client Phone Number: _____
(City/ZIP) (County Name) (Number where client may be reached)

has need for assistance with household goods, as provided by The Ecumenical Storehouse.

Number of adults in family: _____

Number of children in family: _____ Ages of Children: _____

TODAY'S DATE		
____ / ____ / ____		
<small>(Month)</small>	<small>(Day)</small>	<small>(Year)</small>

Your agency name: _____

Your agency address: _____

Your Name: _____ Your Position: _____ Your Phone Number: _____

CONTACTING The Ecumenical Storehouse, Inc.
 134 East Division Road, Oak Ridge, TN
 865-481-0274
ecumstore.org

Turn away from the Methodist Medical Center at traffic signal #5 in Oak Ridge onto East Division Road.

Open to serve clients on Monday, Wednesday, and Friday from 9:00 A.M. until noon. Clients arriving after 11:30 may not be served, depending on the number of clients and volunteers on hand at that time. The Storehouse will be closed on holidays and snow days.

Enter through the green door. Please, do not park in front of the garage doors, except when you are ready to load.

