

Thank You for Partnering with In the Spirit of Giving (ITSOG)

We work to ensure that Monroe County residents in need can receive essential furniture and household items at no cost. Your referrals and support help us serve families with dignity, compassion, and hope. Once part of St. Mary Church's ministry, we are now an independent 501(c)(3) dedicated to meeting our community's needs. Our mission is recognizing that each person is made in the image and likeness of God, we freely share donated furniture and household items. Thank you for helping move our mission forward.

Referral Process

To help ensure our ministry operates as smoothly and efficiently as possible, we ask referring agencies to follow these instructions:

1. Please print the 2-sided voucher (1 side your use and the other for ITSOG) which must be presented with a valid photo ID when utilizing our services.
2. Provide a copy of the completed voucher to your client with your signature.
3. Email a copy of the form to lorieb@stmarymonroe.org or fax a completed copy of the referral form to **734-241-3077**.

Scheduling an Appointment

Clients who have received a referral voucher should schedule an appointment by calling **734-241-6088**.

Our volunteer assistant is available during the following hours:

- **Wednesdays:** 2:00 p.m. – 4:00 p.m.
- **Saturdays:** 10:00 a.m. – 12:00 p.m.

Finding Our Location

To visit In the Spirit of Giving:

1. Enter **610 West Elm Avenue** into your GPS.
2. Enter the driveway marked by a bright yellow sign that reads **"In the Spirit of Giving."** (This sign is displayed only during our hours of operation.)
3. Follow the additional yellow signs to the rear of the IHM Motherhouse and eventually our location.
4. A bright yellow sign is affixed to our entrance door.
5. Clients may bring one adult companion to their appointment. Due to limited space and the placement of inventory throughout our facility, children are not permitted inside the building.

Transportation Information

We strongly encourage clients to arrange transportation of any furniture or household items selected. If it is not available on the day of the appointment, furniture will be tagged and held for up to two weeks. In some circumstances, our volunteers may be able to assist with delivery.

Donations and Volunteer Support

Donations of furniture and household goods help keep our shelves stocked and allow us to continue serving families in need so please share our mission with friends, coworkers, family members, neighbors, and community partners. We are also always looking for volunteers, especially individuals with pickup trucks who can donate a few hours of their time to assist with furniture pickups and deliveries. If you know someone who may be interested, please encourage them to contact us.

AGENCY USE ONLY

VOUCHER FOR ITSOG FOR MONROE COUNTY RESIDENTS

AGENCY INSTRUCTIONS

1. Resident **MUST** be from Monroe County to receive assistance.
2. Please copy this form (both sides) and provide **ORIGINAL TO CLIENT**, showing agency's signature.
3. Email completed form to lorieb@stmarymonroe.org or admin@inthespiritofgiving.com or fax to 734-241-3077 (contact phone: 734-241-6088) or visit our website www.inthespiritofgiving.com.

CLIENT INFO

Referral Date: Phone:
Name: Email:
Address: Family Size & Ages:

REFERRING AGENCY INFO

Name of Agency: Agency Contact:
Phone: Email:
Agency Rep Signature:

HOUSEHOLD NEEDS

Kitchen

- ☐ Dishes
- ☐ Silverware
- ☐ Glasses
- ☐ Pots and Pans
- ☐ Hand Towels
- ☐ Small Appliances(coffee pot, toaster, etc.)
- ☐ Table

Bathroom

- ☐ Towels
- ☐ Rugs (2 per client)

Bedroom

- ☐ Bedframe (*Children's Bed Ministry: "Now I Lay Me Down" 734-242-1545*)
- ☐ Mattress
- ☐ Bedding
- ☐ Pillows
- ☐ Dressers

Living Room

- ☐ Couch/Chair
- ☐ Lamps (2 per client)
- ☐ Curtains

Other

- ☐ _____
- ☐ _____

CLIENT INSTRUCTIONS

1. Contact us to schedule an appointment at **734-241-6088** or admin@inthespiritofgiving.com
(*We are open Wed. (2:00 – 4:00) & Sat. (10:00-2:00) or by appointment.*)
2. Bring this voucher along with form of identification showing Monroe County residence (driver's license, state ID, etc.).
3. Please bring assistance with pick-up. Because our space is limited, children cannot enter.
4. If possible, please provide a means to transport selected furniture and household items. If none is available, we will assist in transportation.
5. Tagged furniture will be held for 2 weeks if transportation is not possible on the day of visit.

“In the Spirit of Giving” USE ONLY

Date of Visit: _____

Client ID Verified: _____

Client Return Visit: ☐ Yes ☐ No

HOUSEHOLD NEEDS

(Please highlight items in yellow that have been tagged and NOT taken on day of visit)

Kitchen

☐ Dishes _____

☐ Silverware _____

☐ Glasses _____

☐ Pots and Pans _____

☐ Hand Towels _____

☐ Small Kitchen Appliances _____

☐ Table _____

Bathroom

☐ Towels _____

☐ Rugs (2 per client) _____

Bedroom

☐ Bedframe _____

☐ Mattress _____

☐ Bedding _____

☐ Pillows _____

☐ Dressers _____

Living Room

☐ Couch/Chair _____

☐ Lamps (2 per client) _____

☐ Curtains _____

Other

☐ _____

☐ _____

Please sign to verify receipt of items.

Client Signature

Volunteer Signature

Date of Visit