



Helping Families in Need Society

Warehouse: 1679 Gilmore Avenue, Burnaby, BC
Office: 4095 1st Avenue, Burnaby, BC V5C 3W5
Tel: 604-294-3087 24 hrs www.helpingfamiliesinneed.org

NEW 2021 REFERRAL FORM

Form valid only in 2021. See our website for a current form.

DATE EMAILED _____

NOW BY APPOINTMENT ONLY

PLEASE READ WITH YOUR CLIENT BEFORE YOU COMPLETE THIS REFERRAL

You must arrange to have a support worker or society volunteer available for ALL new immigrants and refugees with an interpreter if required. One family (maximum 2 people) per agency per night. **NO EXCEPTIONS. NO CHILDREN UNDER 16** All other Non-English speaking referrals must be accompanied by a translator.

We help your client only ONCE in their lifetime. On their visit we will help in any way we can. They should have a way to take the **used** furniture and household items with them or have the CASH to pay for drop off. We drop off the furniture only.

Small kitchen items and bedding must be taken by your client the night they are selected. **Please note:** We are not an upgrade your current furniture service. We help those who have little or no furniture.

We reserve the right to refuse service to referrals who do not follow our policies and procedures.

**YOUR BUSINESS CARD MUST BE ATTACHED.
MINISTRY STAMP IS ACCEPTABLE.**

EMAIL THIS FORM TO hfins@telus.net to get an appointment day & time. PLEASE INCLUDE YOUR CLIENT'S NAME ON THE SUBJECT LINE- and give your client a copy of this referral form to bring with them.

ATTACH YOUR BUSINESS CARD
OR MINISTRY STAMP IS ACCEPTABLE.

Referring Agency _____ Your Name _____

Client's Name _____ Your Email _____

Address (where furniture will be used) _____

Phone # _____ How many in the family/home? Adults Children

Open Monday nights 4pm (Tuesday if Monday is a holiday) See calendar for open dates.

Appointment Date _____ Time _____ Please come 10 minutes before your appointment time.

FURNITURE DROP OFF REQUIRED? YES NO IMPORTANT to check one bpx

Furniture MUST be removed on the night that it is selected. Exception DROP OFFS which are done the next day.

STREET PARKING ONLY Maximum 2 people per referral. NO WASHROOMS

NO CHILDREN/BABIES UNDER 16 YEARS PERMITTED ON OUR PROPERTY

WHAT TO BRING

- This **Completed** Referral Form with business card or agency stamp.
- PHOTO ID
- Something **other than** this referral form with your current address on it. This address **MUST** match the address on this referral form. ie: hydro or phone bill, rent receipt (information can also be in your phone)
- Non-refundable **\$20** (per family) registration fee. **CASH ONLY**

WHERE TO COME
1679 Gilmore Ave
3 blocks north
of the Gilmore
Skytrain Station

All furniture and household items are second hand and are free. Bring a truck to take away the chosen items OR bring the **CASH** to pay for our drop off service. (Ministry cheque accepted) The items selected will be dropped off near the door the following day. We do not take the furniture in elevators or up or down any stairs. Email to hfins@telus.net to confirm the cost of the drop off at your home.