



HHOOT's Distribution Center

HDC Form #120 (Revised 31May21)



Dear HHOOT's Distribution Center Visitors & Partners:

Attached are the Rules & Guidelines (HDC Form #100) of HHOOT's Distribution Center (HDC).

PLEASE READ THIS ENTIRE EMAIL AND ITS ATTACHMENT.

- 1) **NEW SIGN-UP SHEET** - On your next visit to HDC, you will be required to re-sign our new "Sign-In Sheet."
 - a. Please fill out the entire form. AN EMAIL ADDRESS & A CELL PHONE NUMBER IS A MUST
 - b. PLEASE PRINT SO I CAN READ YOUR WRITING
 - c. Your signature on the statement at the bottom of the new form is required. It states that you have read, understand, and agree to the new Rules & Guidelines of HDC, especially the rule about "NOT RESELLING" any of the items you receive from HDC for any reason. Our suppliers have had to stop donating to other organizations that they have found to be selling donated items. We do not want to worry about being cut off from our donors and suppliers. They have been particularly good to us, and we cannot afford to lose them.
- 2) **SIGN-IN** – Please remember to Sign-In each time you visit HFC's warehouse.
- 3) **NOT A FOOD PANTRY** – HDC is not a Food Pantry – We DO NOT have any perishable food items. To find food pantries, please call 2-1-1 at any time.
- 4) **NEW SCHEDULING** - We are starting to schedule everyone weekly. The new form asks you what day and what times are best for you. We will try to accommodate everyone the best we can. **Starting Tuesday, the 1st of June 2021, you and your organization can only visit HDC once a week until further notice.**
 - a. In some cases, if we have an abundance of a particular item, we will send out an email to ask if you are interested in what we have extra.
- 5) **AGENCIES ONLY** - We can only help Agencies or Organizations that help those in immediate need.
 - a. **Individuals** visiting HDC must be accompanied by an Agency or an Organizations that help those in need. **NO WALK-IN's**
- 6) **CALL AHEAD** - TRY TO REMEMBER to call at least an hour, in advance, before visiting HDC to ensure someone will be there to help you if you do not have a scheduled appointed day and time.
 - a. HDC's is open Monday thru Friday from 10:00 AM to 3:00 PM – **NO WEEKENDS**
 - b. HDC is also closed on all city, state & federal Holidays

- 7) **DON'T BE GREEDY - Some of you have been taking way too much at one time.** Remember, we are now trying to help over 70 organizations every month, of which about 30% are Veterans organizations.
- 8) **HDC's OPERATING COSTS** - are approximately \$4,500 to \$5,000 per month to keep our doors open. As most of you are aware, I have been paying those bills out of my personal VA Disability and Social Security checks for the last three years. HRH nor HHOOT has never received any grants of any kind.
 - a. We greatly appreciate the donations from those who have helped, but we still need additional contributions from everyone receiving donations (if possible) from HDC every month. We ask those of you who visit HDC regularly (once a week) to help us with whatever you can, even if it is only \$50.00 to \$100.00 to \$100.00 per month. (That's just \$12.50 to \$25.00 per week).
 - b. It has been suggested that we ask for a minimum donation of \$15.00 to \$20.00 a carload per visit and more for trucks or vans, to cover our operating costs but we feel we have not gotten to that yet because we hope the people, we are helping will donate what is fair for what they are receiving. The bottom line is that the more you receive from HDC, we hope, the more you will help HDC on an ongoing monthly basis.
 - i. It has also been suggested that to help offset HDC's operating expenses, we should introduce a "Service Fee" like what Gleaners does, but again we have not gotten there yet.
- 9) **HDC's FUTURE** - HDC has grown substantially over the last few months, and with your help, we are anticipating continued growth. We are now, with your help, helping hundreds of people every month, and if that is to continue, we will need your help.
- 10) **POWERPOINT PRESENTATION** - HHOOT's Distribution Center has a Downloadable PowerPoint Presentation that you may want to download to make a presentation to your group. It is on our website at: <https://www.veterans.ooo/files/135941462.pdf>
- 11) **DONATIONS** - Single cash donations or monthly donations can be made thru our PayPal account at <https://www.veterans.ooo/hhoots-distribution-center.html>. Homeless & ReEntry Helpers, Inc. (HRH-HHOOT) had been a 501 (c)(3) since 2008, so your donation is tax-deductible.
 - a. You can also mail your donations to HRH-HHOOT, 2457 E Washington St, Suite F, Indianapolis, IN 46201, or drop your donation off at our warehouse to Charlie or me.

VOLUNTEERS - We are also looking for volunteers to help sort our donations. If you or your group has time to help, please let either myself or Charlie know.

As always, if you have any questions or suggestions, please give me a call at 317-632-0500. Charlie Kootz can be reached at 610-657-5673.

Thanks for your continued support.

Don Hawkins, President & CEO
President & CEO of HHOOT's Distribution Center, Inc.