



# HHOOT's Distribution Center

HDC Form #120 (Revised 31Jan24)



Dear HHOOT's Distribution Center Visitors & Partners:

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

## PLEASE READ THIS ENTIRE LETTER AND ITS ATTACHMENT.

- 1) **NEW SIGN-UP SHEET** - On your next visit to HDC, you must re-sign our new "Sign-In Sheet."
  - a. Please fill out the entire form. AN EMAIL ADDRESS & A CELL PHONE NUMBER ARE 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, understood, and agreed 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 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; 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 times are best for you. We will try to accommodate everyone the best we can. **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 email you 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 Organization that helps those in need. **NO WALK-IN'S**
- 6) **CALL AHEAD** - TRY TO REMEMBER to call at least an hour before visiting HDC to ensure someone will be there to help you if you do not have a scheduled day and time.
  - a. HDC is open Monday through Friday from 10:00 AM to 3:00 PM – **NO WEEKENDS**
  - b. **HDC asks that no one come on Tuesday because of sorting.**
  - c. 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 helping over 140 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 know, I have been paying those bills from my VA Disability and Social Security checks for the last three years. HRH and HHOOT do not survive on grants; we survive on your donations. We are open to suggestions on grants.
- 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 who visit HDC regularly (once a week) to help us with whatever they can afford, even if it's only \$30.00 per visit. Please do not expect to leave HDC with a few hundred dollars in donations and not support us.
  - b. As of the 1<sup>st</sup> of February 2024, we request a minimum donation of \$30.00 per cart, per visit, and more for trucks or vans to cover our operating costs. Some of you have been taking advantage of HDC, and it is unfair for some of our other clients to donate and others not to. The bottom line is that the more you receive from HDC, the more you should donate to HDC to help with our operating costs.
- 9) **HDC's FUTURE** - HDC has grown substantially over the last few months, and with your help, we anticipate continued growth. With your help, we are helping hundreds of people every week, 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 present to your group. It is on our website at: <https://www.veterans.ooo/hhoot>
- 11) **DONATIONS** - Single cash or monthly donations can be made with your debit or credit card at the check-in desk or through our PayPal account at <https://www.veterans.ooo/hhoots-distribution-center.html>.

Homeless & ReEntry Helpers, Inc. (HRH-HHOOT) has 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 in our black drop box in our warehouse.

**VOLUNTEERS** - We are also looking for volunteers to help sort our donations. Please let me know if you or your group has time to help.

If you have any questions or suggestions, please call me at 317-632-0500.

Thanks for your continued support.

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