



ROOTED
INTERIORS

Rooted at home. Rooted in love.

partner handbook
march 2024

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partner agency guidelines

Rooted Interiors relies on its Partnering Agencies to qualify and nominate eligible participants as outlined below.

1. Partnering Agencies must provide programs that offer their participants ongoing support that promotes self-sufficiency and addresses the underlying cause for the participant's current situation.
2. To become a Partner, the Agency must be a 501(c)(3) nonprofit, be located in Jackson, Hall, Barrow, Clarke, Banks, Madison or Gwinnett County and submit an application.
3. The ideal candidate to receive furnishings is one who:
 - Has successfully completed program at shelter and has secured housing (proof of lease will be required)
 - Has little to no furniture
 - Has been employed for 3 full consecutive months at the same employer and makes less than \$45,000 annually (proof of employment will be required)
 - Has a fully operating vehicle
 - Has no convictions in past 12 months (background check will be required)
4. The furnishings available from Rooted Interiors are meant to fulfill an unmet need, rather than to upgrade a participant's current furnishings. Our goal is to take away the significant financial strain of furnishing a home entirely from those who **lack the means to do so for a considerable amount of time, and our service is available on a one-time only basis.**
5. Each Partnering Agency understands that most of the household furnishings, donated to and made available by Rooted Interiors to program participants, are not new. In addition, the Agency will advise its referred participants that the used furnishings are provided in AS IS condition and are not warranted, refundable, or subject to change. Rooted Interiors will not place dated, worn or stained items in homes.

partnering agency nomination process

- Login to your Partner Portal by clicking the link at the bottom of our homepage at www.rootedinteriors.org.
- Enter the password: (provided when partnership is approved).
- Complete and submit the nomination form.
- Rooted Interiors' nominating committee will review all submissions.
- The selected family will work with Rooted Interiors directly and go through our 2 week design process.
- Rooted Interiors will design and deliver!

receipt of partnering agency handbook

I have received a copy of Rooted Interiors partner agency handbook. I acknowledge that as a partner agency of Rooted Interiors, I am required to read and abide by the policies included in this partner agency handbook.

Because the information in this partner agency handbook is necessarily subject to change as situations warrant, I understand that changes in policies may supersede, revise, or eliminate policies in this hand in the partner agency handbook. I further understand that the handbook does not guarantee me any specific policies, procedures, or rules. All references to policies and procedures are only discretionary guidelines.

Nothing in this handbook is to be construed as a contract.

This partner agency handbook is not intended as an exhaustive complication of Rooted Interiors' expectations, but rather it provides information on certain policies and processes which are currently in effect. These policies may be modified or supplemented, as part of the continuous efforts to improve operations and to ensure Rooted Interiors remains a longstanding organization in Northeast Georgia.

As of the issue date, this partner agency handbook replaces all previously distributed editions. Any policy contained in a previous partner agency handbook which does not appear in this edition, or is different from the information provided in this edition, is invalid.

PARTNER AGENCY REPRESENTATIVE SIGNATURE

REPRESENTATIVE NAME & TITLE

DATE SIGNED