

The African Violet Foundation Boutique
Rules for Use

1. All families and individuals who shop at the boutique must complete a simple registration form. The form will include your name and your spouse's name (if applicable), names of all children who live in your household, the birth date of each household member and your phone number.
2. People may only shop for themselves and any minor children living within their household. People may not come and shop for other people. The only exception to this will be if you are shopping for friend or loved one who is elderly or ill and who cannot physically come to the boutique. If this is the case, you will need to speak to our attendant on duty, explain the situation, and we will make a decision based on the information provided.
3. There are no income guidelines for use of the boutique. We understand that the amount of money a person or family makes on paper does not take into account situational financial hardship. If you say you are in need, we will serve you (in accordance with rules of use).
4. You do not have to pay for items at the boutique. Only you know what you can afford, but we do respectfully ask, if at all possible, that you make a freewill donation. These freewill donations will help ensure we are able to meet our monthly overhead expenses and remain open. If you cannot make a donation of any type, you will still be served.
5. The limits and time frames that shoppers can receive items are as follows:

- A. Infants, children, tweens and teens (age 18 or upon completion of high school – whichever comes last) may shop for seven shirts, five pairs of pants or shorts, and a pair of pajamas every 90 days. They may also shop for one dress every 90 days. What each person receives will be recorded on the registration form. The only exception to the 90-day limit is if we do not have the items needed. We will then document what you received as well as what you needed but did not receive because didn't have the item/items available when you came in. We will then phone you when/if items are donated that meet the need and that item will be added to your registration list and back-dated.
- B. Adults (18 year olds/high school graduates an older) may shop for five outfits every 90 days. This means each adult can receive 5 tops and 5 bottoms. A dress counts as a whole outfit. They may also shop for one pair of pajamas. What each person receives will be recorded on the registration form. The only exception to the 90-day limit is if we do not have the items needed. We will then document what you received as well as what you needed but did not receive because we didn't have the item/items available when you came in. We will phone you when/if items are donated that meet the need and that item will be added to your registration list and back-dated.
- C. We do get in some infant and toddler items, such as cribs, strollers, etc. These items will be distributed on a first-come, first-serve basis. If we do not have the items needed, we can document your needs and call when/if the items are donated. We advise that if you are expecting a child and know you will need assistance, you contact as early in the pregnancy as possible so that we have the opportunity to seek out donations of the items you know you will need.

- D. Toddlers, children, tweens and teens may receive five NEW pair of underwear and five NEW pairs of socks every 180 days (six months) as supplies are available. (There is no limit on gently used socks.)
- E. Adults 19 and above may receive four pairs of NEW underwear and four NEW pairs of socks every 180 days (months). (There is no limit on gently used socks.)
- F. Teenage girls and women may receive one purse per calendar year as supplies allow.
- G. Adult shoppers may receive one outfit appropriate for job interviewing every 180 days.
- H. Shoppers may receive 2 blankets per household member aged 5 and up per year as supplies are available.
- I. Infants and toddlers aged 5 and under may receive 2 infant/toddler blankets per year. (Receiving blankets/swaddlers do not count. These fall under infant/toddler items.)
- J. Women may receive two bras, slips and/or camis every 180 days as supplies are available.
- K. Men may receive two NEW undershirts every 180 days as supplies are available
- L. Parents/Children may take one toy and two books per child in the family once every 90 days.
- M. Infants, toddlers, children, tweens and teens may receive one pair of shoes every 90 days as supplies are available.

- N. Adults may receive one pair of shoes every 120 days as supplies are available.
- O. Each person – infant through adult – may receive one coat, hat, scarf, pair of mittens/gloves, boots, and snow pants once per calendar year.
- P. We will be hosting annual prom and homecoming dress events each year. Dresses will be lent out. There will be a \$5 refundable deposit on each dress. This is to ensure that dresses are returned so that we can help as many young women as possible.
- Q. The African Violet Foundation is a non-profit that operates solely on the donations of members of the community. If we do not have the item/items you need, we will note the need on your registration form and call if the item/items come in. However, we will not fund the purchase of new items that we do not have available and if supplies of underwear and socks run out, no more will be available until enough donations come in to fund the purchase or more.
- R. Each registered user is expected to follow all of the rules of use consistently. Each registered user is also expected to treat our volunteer attendants with courtesy and respect. We ask that if you disagree with some aspect of the rules of use, you put your complaint in writing and send it to the president of our foundation. Failure to follow the rules and failure to treat all volunteer attendants courteously may result in either a temporary or permanent ban on future usage.

S. At this time, the boutique's hours of operation are:

Wednesday, 9 to Noon

Thursday, 4:15 to 7:15 p.m.

Saturday, 9 to Noon

We will be adding additional hours as we get settled and work out any kinks that we know will arise. We reserve the right to change our hours of operation due to inclement weather, lack of volunteers, etc. We will post unplanned closings on our Facebook Page.

If an individual or family has an emergency situation such as a fire, flood, or domestic abuse situation that requires a person/persons to flee a home without their belongings, we will open the boutique by appointment. Please contact Staci Wright at (641) 919-4306 if you have an emergency. Limits for emergency situations will differ from the limits set for regular use.

T. For the last several years, we have been hesitant to turn away any donations and we still don't like to do that. Because we didn't want to turn down donations and because we did not have our own space like we do now, our board members have been very accommodating. We have picked donations up. We have allowed donations to be dropped on our personal porches, in our garages, and even at our places of employment. Now that we are open, we will no longer accept donations at any place but the boutique. We simply cannot continue to pick up donations, collect donations at our personal homes/businesses, or haul donations as our time and energy must now shift to running the boutique. We apologize for any inconvenience this may cause. We so appreciate all of your donations, but we now must designate the boutique as the only location for dropping off donations. Thank you.

U. We do not have drop-box at the boutique. We do not have the sideways clearance to create one. We apologize for the inconvenience but donations need to be dropped off during our weekly hours of operation. Donations may not be dropped off on the sidewalk in front of the boutique or at the side door. This will cause problems between the city, our neighbors, and us. Please respect our rules for donation and refrain from dumping donations off when we are closed.

V. Users are asked to return any items received from the boutique that they are no longer using and that are still in good condition to the boutique or to give them to others in need for continued use. Registered users who are caught selling donations online or at garage sales will be either temporarily or permanently banned from future use.

NOTE: The African Violet Foundation reserves the right to change its rules for use at any time. Any changes will be posted both on our Facebook page (The African Violet Foundation) and on our web site at theafricanvioletfoundation.org.