

# NGA Hancock Park Shopping CHEAT SHEET

## Purchasing and Reimbursement steps

### STEP 1:

Agencies request items through their assigned NGA Agency Liaison using Agency Order Form.

### STEP 2:

Agency Liaison discusses viability and appropriateness of request with Treasurer and Project Chair.

### STEP 3:

Project Chair requests member volunteers to fulfill request and provides budget and shopping alternatives and sources.

**Say Yes** to shopping requests from Agency Liaisons or via SignUpGenius! Intimidated? Grab a buddy!

### STEP 4:

NGA member works with Agency Liaison or Project Chairs to clarify needs and sizes. Member consults the list of **NGA shopping resources** in this booklet, purchases requested items either at stores or on-line within a week while exercising prudence with spending and keeping all receipts and packing slips.

### STEP 5:

Fill out **Distribution Report Form** found in booklet. When filling out form, please count the numbers of items as NGA must provide item counts to the national branch. Note: A 10-pack of items counts as 10 items. Bring completed Distribution Report Form with you when you **DROP OFF** the items at agency. (Agency contacts and useful drop off info on following pages) Ask for an Agency representative to sign the Branch Distribution Record to acknowledge receipt of items.

Retain signed Branch Distribution Report. (Some agencies will make a copy for their records.)

### STEP 6:

Fill out **NGA Expense Reimbursement Form** also found in following pages.

Attach original receipts (not copies) and packing slips along with signed Distribution Report Form to Expense Reimbursement Form. Make a copy for your records (in the event the package is lost in US Mail) and hand off or mail to:

Shelagh Callahan  
524 11th Street  
Santa Monica, CA 90402

### STEP 7:

Treasurer reviews the package, approves, and mails member check within 7 days.

### STEP 8:

Deposit your reimbursement check and **feel good** about your shopping experience!



#### EXTRA CREDIT!

Take photographs of your shopping experience!  
Send photos with your name and details to [bevandjason@mac.com](mailto:bevandjason@mac.com).

## **AGENCY CONTACTS AND USEFUL INFORMATION:**

**Alexandria House** is a transitional residence and house of hospitality for women and children who are working to overcome homelessness. The agency is also a neighborhood center providing educational and enrichment opportunities for residents and neighbors alike.

### **NGA Agency Liaison:**

Mary Woodward 323.422.0888/woodwardmc@aol.com

### **Agency Contact/Information:**

Michele Richards, Director of Donor Relations & Special Events Alexandria House

213.381.2649/michele@alexandriahouse.org

426 S. Alexandria Avenue Los Angeles, CA 90020

### **Drop off tips:**

Alexandria House has two craftsman houses side by side. You can pull into either driveway to park for drop off. The offices are in the south house so try knocking on that door first. Be sure to let them know you are from NGA and have your paperwork ready to be signed. You can always give Michele Richards a call to let her know about what time you will be dropping off but someone is usually there during daytime hours.

**GOOD SHEPHERD CENTER FOR HOMELESS WOMEN AND CHILDREN** provides, with dignity and love, a continuum of care from homelessness to self-sufficiency for women and their children.

### **NGA Agency Liaison:**

Susan Kneafsey 323.308.5222/skneafsey@me.com or Robin Chehrazi 323.304.7486/epsteinr9@gmail.com

### **Agency Contact/Information:**

Annemarie Howse, Development Coordinator

1650 Rockwood Street \* Los Angeles, CA 90026

○ 213.482.1834 x117 \* D 213.235.1962 \* F 213.482.0522

### **Drop off tips:**

It is always helpful to let Annemarie know you are coming. If you take Beverly Blvd, take a left onto Union and take a fairly quick right onto Rockwood. You can pull behind the building and there are parking spaces in the back. Spots marked "Village Kitchen" can be used if the others are full since its a quick drop off.

**MCINTYRE HOUSE** provides chemically dependent men, especially those with financial limitations, with the very best opportunities to become drug-free, responsible and productive members of society.

### **NGA Agency Liaison:**

Cara Saffro 310.710.4247/carasaff@aol.com

### **Agency Contact/Information:**

Brian Hardin

brian@mcintyrehouse.org

323.662.0855

544 North Kenmore Avenue

Los Angeles, CA 90004

www.McIntyreHouse.org www.facebook.com/mcintyrehourecovery

### **Drop off tips:**

Limited street parking. Pull in the driveway to drop off. Someone is always there and there are always men around to help unload items.

**AVIVA** provides a comprehensive range of diverse and culturally sensitive therapeutic and educational programs to help at-risk, emotionally distressed, abused, and neglected youth – as well as their families – function more effectively as individuals and within the family and community.

**NGA Agency Liaison:**

Susan Kneafsey 323.308.5222 \* skneafsey@me.com or Robin Chehrazi 323.304.7486 \* epsteinr9@gmail.com

**Agency Contact/Information:**

Kim Peterson, MA

T 323.876.0550 x 1180 \* C 323.219.4795 \* kpeterson@avivacenter.org \* avivacenter.org

Housing Program: 1701 Camino Palmero Los Angeles, CA 90046

Office location: 7120 Franklin Avenue Los Angeles, CA 90046

**Drop off tips:**

Due to the large renovation project and multiple locations, delivery instructions will be provided on an individual project basis. Please contact Robin or Susan with questions. Contact Kim ahead of time to ensure that parking is reserved for drop off.

**IMAGINE LA** harnesses the power of volunteer mentorship teams and existing community resources to empower families to transition from homelessness to self-sufficiency.

**NGA Agency Liaison:**

Michele Weiss 323.314.3416 mweiss007@aol.com

**Agency Contact/Information:**

Ciera Thornton, Program Coordinator

323.944.0210 x 1005/ciera@imaginela.org

672 South Lafayette Park Place, Unit 28 Los Angeles, CA 90057

**UPLIFT FAMILY SERVICES AT HOLLYGROVE** is an agency that does whatever it takes to help children in crisis, strengthen families, build community, and advocate for system change to ensure that every family thrives.

**NGA Agency Liaison:**

Sondi Sepenuk 310.592.6884/casseole2@aol.com

**Agency Contact/Information:**

Aaron Ailla

815 N. El Centro Ave. Los Angeles, CA 90038 (between Gregory and Waring, north of Melrose)

323.463.2119/ailla@upliftfs.org

**Drop off tips:**

Ring the buzzer at 815 N. El Centro to get access to the property from 9-5. After being buzzed in, tell the receptionist that you are from NGA and you are there to drop off requested items for Aaron. If Aaron is unavailable, the reception staff will tell you whom to give the items to. Be sure they sign your paperwork!

**OPERATION SCHOOL BELL** provides appropriate school clothing to Los Angeles Unified School District children from impoverished circumstances to promote learning, improve school attendance, and enhance self-esteem.

**NGA Agency Liaison:**

Marion Plato 323.702.1776/bigkis2@yahoo.com

**Agency Contact/Information:**

Shelagh Callahan 323.459-9389/shelaghray@yahoo.com or Kiel FitzGerald 818.209.1232/  
kielfitzgerald@yahoo.com

826 Cole Avenue Los Angeles, 90038

# Shopping RESOURCES

*Shop strategically! Our goal is to spread the resources while delivering quality new items. Remember, almost all their possessions are gently used. The items we purchase are new and often-times bought specifically for them!*

## **FIRST STOP -- NGA SHOPPING RESOURCES:**

\*Operation School Bell : Backpacks, school uniforms, white unisex polos shirts and navy blue bottoms - skorts, jumpers, and pants for girls and shorts and pants for boys - no KHAKIs, tennis shoes, jackets, toiletry kits, socks, underwear

Contact Shelagh - shelaghray@yahoo.com/(323) 459-9389

or Marion - bigkis2@yahoo.com/(323)702-1776

\*Please purchase items through OSB if items are available.

## **RETAIL STORES:**

Target

K-Mart

JC Penney

Sears

CostCo

IKEA - Bedding, linens, blankets, towels

Old Navy - Misc. clothing for kids and adults

Big Lots

Santee Alley, Downtown LA - socks, underwear, misc.

Vine American - Halloween costumes (request bulk discount for charity)

Nordstrom Rack

Forever 21

Marshalls

TJ Maxx

Ross

## **WHOLESALE and LARGER ORDERS:**

*(If a 501C3 tax ID number is required to avoid sales tax, please contact Shelagh shelaghray@yahoo.com or (323) 459-9389)*

DirectTextileStore.com

Wholesale towels, blankets, bedding, mattress covers, chef gear

800-615-5822/Contact - Jason

Bed, Bath and Beyond Corporate: contact Susan Kneafsey (323) 308-5222/skneafsey@yahoo.com

Vida Enterprises

Bras and underwear

901 South Alameda/213 626 7755/www.vida-us.com

www.kng.com

Chef wear, aprons, uniforms

www.JiffyShirts.com: T-shirts, sweatshirts, polos, athletic shorts, etc.



## Distribution Report

**Branch: NGA ~Hancock Park**

**AGENCY SERVED** \_\_\_\_\_

**Total items** \_\_\_\_\_ **# boxes/bags** \_\_\_\_\_

To improve the quality of life for disadvantaged people in the United States, NGA volunteers collect new clothing, household linens, and personal care items and distribute them to their neighbors in need, working through reputable local agencies.

<b>Men's clothing</b>	<b>Women's clothing</b>
<b>Boys' clothing</b>	<b>Girls' clothing</b>
<b>Infants' clothing</b>	<b>Household linens/pillows/blankets</b>
<b>Personal care items</b>	<b>Other (purses, back packs, etc.)</b>

**Delivered by** \_\_\_\_\_ **Date** \_\_\_\_\_

(NGA Member print and sign name)

**AGENCY REPRESENTATIVE:**

**Received by** \_\_\_\_\_ **Title/position** \_\_\_\_\_ **Date** \_\_\_\_\_

**NGA ~ NEEDLEWORK GUILD OF AMERICA HANCOCK PARK  
Expense Reimbursement Form**

DATE: \_\_\_\_\_

CHECK REQUESTED BY: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

AGENCY RECEIVING ITEMS  
(OR COMMITTEE, IF APPLICABLE) \_\_\_\_\_

DESCRIPTION OF EXPENSES	AMOUNT
	\$
<b>TOTAL FOR REIMBURSEMENT</b>	<b>\$</b>

**SIGNATURES AND APPROVALS:**

CHECK REQUESTER \_\_\_\_\_  
PRINTED NAME    SIGNATURE    DATE

PRESIDENT Beverly Brown  
PRINTED NAME    SIGNATURE    DATE

TREASURER Shelagh Callahan  
PRINTED NAME    SIGNATURE    DATE

**FOR TREASURER USE ONLY:**

CHECK # \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_