CONFERENCE SUPPORT
CAR PROGRAM MENU OF SERVICES

GOAL: TO RAISE FUNDING FOR THE CAR PROGRAM AND MEET THE TRANSPORTATION NEEDS OF THE CLIENTS OF THE DISTRICTS AND CONFERENCES WITH HIGH QUALITY CARS.

1. Market National Council of the Society of St. Vincent de Paul Car Donation Program to raise funding to serve clients’ needs through a focused marketing plan which is attached to this document.

2. Provide car repair services through partnerships and relationships with quality repair shops through our voucher program:
   - Expand the list of quality car repair shops. See attached list for the 32 participating shops. We will add car repair shops as we find new shops to participate.
   - Utilize the relationships of Car Coordinators in the districts and conferences with quality car repair shops and dealerships
   - Provide appropriate car repair referral information to the districts and conferences.

3. Provide quality cars to the clients to meet their specific needs in the following ways:
   - Low interest loans through external credit unions and other appropriate financial institutions.
     - St. Louis Community Credit Union programs: Sure Rides low interest car loan program and regular low interest car loan program
     - Provide funding through other funding sources as they may come available, for down payments for low interest car loans.
   - Utilize donor to client car transactions when appropriate.
   - Provide funds to assist with car loans as funds are available.
   - Search for grants to assist clients in acquiring cars.
   - Utilize appropriate relationships of Car Coordinators with car dealerships, financial institutions, etc.

4. Purchase cars directly through the Car Purchase Fund Program. The Conferences are also ask to contribute to the degree their finances permit.
   Where appropriate the client should pay a portion on a case by case basis, but at a minimum the client has to pay insurance, taxes, title fees and inspection.

5. Research, then implement as appropriate, an Individual Development Account (IDA) Program, either internally or externally, through partnerships or collaborations with other organizations.
   - Include financial literacy and budgeting training.

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Instructions for Car Menu of Services

Questions? Please contact Timothy Massey 314-881-6028 Timothym@svdpstl.org

1. How to Donate a Car
   • Call 800-322-8284 or visit: www.svdpusacars.com.
   • Have title ready, because the VIN and Title Number are required.
   • All arrangements for pickup and title work are generally credited by zip code, so if there is any doubt, the beneficiary is the St. Louis Council.

2. How to Provide a Car Repair Request
   • Visit with client and gather information. There is a specific request form that is sent with photo ID, proof of insurance and signed release. Documents are available at SVDPSTL.org/conferences.
   • Council pays 50% up to $300, Conference pays 25% up to $150, and the client pays balance.
   • Contact garage and determine scope of repairs (use of garage on the pre-approved list is preferred but not required).
   • Fax or email information to Timothy Massey at the Council Office, including voucher number (314-881-6078 or timothym@svdpstl.org).
   • Provide voucher to client.
   • When repair is completed, conference and client portions are paid.
   • Repair facility bills Council for the Council portion.

3. How to Use Sure Rides Program- To become eligible, you must:
   • Be currently employed or starting a new job within 30 days with one of St. Louis Community’s workforce partners (ask for details).
   • Have a working phone number.
   • Present proof of income (recent paystub or job award letter).
   • Provide a listing of your monthly obligations.
   • Provide two months of bank and/or credit union statements and a recent utility or cell phone bill in your name.
   • Not have had a repossession in the past 12 months
   • Carry full coverage insurance (comprehensive and collision) beginning at loan closing.
   • Live or work in St. Louis City and County.
   • Have a valid driver’s license & provide two character references.
   • Call 314-256-3999 to apply at St. Louis Community Credit Union.

How to Facilitate a Donor-to-Client Car Transaction

   • Client needs VIN number to get proof of insurance and must have proof that all personal property taxes are paid.
   • The Donor waives the tax deduction because the gift is to the client directly.
• Arrangements should be made for appropriate parties to meet (not necessarily at the same time) at a repair facility that does inspections (early in the day).
• Have donor sign title in appropriate places and have donor sign Affidavit of Gift.
• Allow an hour or two for repair facility to perform inspection and make any necessary repairs.
• Keep signed title in your possession. Gather inspection certificate and proceed to driver’s license facility with client and client’s documentation.
• Return to the repair facility with plates and new title application. Client should be able to drive away.

4. Purchase a Car Through the Car Purchase Program

• Visit with client, gather information: There is a specific request form that is sent with signed confidentiality release, photo id, driving record, and proof of full coverage insurance. The client must have financial capability to be able to support the use, upkeep and insurance of the vehicle.
• The council will support the purchase up to $5000.
• The conference is asked to contribute to the degree their finances permit.
• The expectation is that the client is making the purchase and is able to pay insurance, Sales Tax, title fees and inspection.
• Send information to Tim Massey by Fax at 314-881-6078 or E-mail: TimothyM@svdpstl.org
• Must be approved by conference support team.
• Lend support to client in picking sales outlet and auto.
• Obtain the invoice for the selected car and send it with the car dealer’s W-9 (if not already on file) to St. Louis Council for check to car dealer.

Note on Financial Compliance: In order to accurately complete our year end reporting (SVDP Annual Report to National, 990 to IRS, United Way), and to maintain the highest integrity in the way we handle funds, a basic level of requirements has been established. Program Packets: For all assistance given with transportation program funding (repairs, etc.), a program packet needs to be completed.

Car Purchase Form (completed in full) – includes:

• Conference information
• Client demographics (gender/race/age)
• Client income (verified by conference on form or income documents attached)
• Client id (verified by conference on form or copies of documents and or Zero income attached)
• Justification for request (story-why assistance being requested)
• Copy of clients driving record which can be obtained for a small fee at DOR Facility.

Copy of bill from car dealer & Form W-9 (if applicable – new vendor).

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