



**SOCIETY OF ST. VINCENT DE PAUL  
ARCHDIOCESAN COUNCIL OF ST. LOUIS**

... HELPING NEIGHBORS STARTS AT HOME ...

## **Car Repair Program**

Helping Neighbors with car repairs may enable transportation to work, doctors' appointments, and provide for their families. We have partnered with several area repair shops that have agreed to give our Neighbors a significant discount on repairs and we encourage you to use them whenever possible.

Here are some guidelines to help you determine if car repairs are appropriate:

- Does helping with this repair allow your Neighbor to sustain themselves or their families?
- Repairs paid through this program are to make the car safe for the Neighbor. General car maintenance (such as an oil change) is not covered.
- Is the car worth the cost of the repair? (Our repair partners can help determine this.)
- If the car is not running and needs to be towed to a repair shop, the cost of towing should be paid for by the Neighbor or the Conference.

To determine repairs:

1. Call the repair shop ([see a list of our partners](#)) and let them know you are sending a Neighbor to them for an estimate. If there is not a car repair partner nearby, you may elect to contact a different repair shop that your Conference considers reputable. Ask the shop to send the estimate to you.

To Request Council Support:

1. Complete Council Program Form (including matching pledge information from Conference and/or District).
2. Submit the estimate for repairs.
3. Submit a W9 for new vendors as needed.

Once the cost of repairs is approved by the Council Office:

1. Notify the shop that the repairs have been approved.
2. The Conference and/or District should pay the shop directly.
3. Council will pay their portion directly to the vendor after the work is completed and a final invoice is received.

**NOTE:** Vehicles donated to the SVdP help fund the Car Purchase Program. To donate a vehicle, call 800-322-8284 or visit [www.svdpusacars.com](http://www.svdpusacars.com)

Please send all documentation to: [programs@svdpstl.org](mailto:programs@svdpstl.org)