

**WAIT House**  
**In Kind Donation Acceptance Policy**  
**Date Adopted: 11/20/2008**

Since the beginning WAIT House has depended on in-kind donations of items that are vital to the operation of its Emergency Shelter and SHIP Program. The community has been very generous in donating these items. In order to make the best use of our limited storage space, limited availability of staff to handle these donations and to insure that donated items are put to their best use, a policy for in-kind donations follows.

An updated list of needed in-kind donations will be available at the Shelter, from the Director of Development or on our website [www.hycwaithouse.org](http://www.hycwaithouse.org). We encourage donors to consult this list before making any in-kind donations.

**General Policies-**

- All donors will be asked to contact the shelter before dropping off any items.
- Items that are needed at all times on an ongoing basis are Gift Cards to Hannaford, Price Chopper, Stewart's, Wal-Mart, Target, Lowe's, Home Depot or any gas station and non-perishable food items.
- Items that are needed in the near future will be listed on the website and also be sent by email to members of the Instant Wish List email list.
- In most cases the transportation of items to WAIT House or its storage facility by staff is not available.
- By law, the valuation of any in-kind donation is the responsibility of the donor.
- In-kind donations must be wholly consistent, in fact and appearance, with the activities, policies, mission, goals, and/or programs of the WAIT House
- Due to lack of storage space and resources WAIT House reserves the right to decline any in-kind donation.
- At the time the donation is accepted the donor will receive information as to the possible disposition of their donation and sign the donation form to acknowledge this information.
- Items that are accepted as in-kind donations by the WAIT House become the property of the WAIT House and may be re-donated, sold or discarded as need be.

At this time WAIT House is unable to accept the following items:

- used computer equipment
- used stereos or stereo components
- videotapes, records
- used undergarments
- used clothing that is stained, soiled, ripped or in disrepair
- used furniture or bedding that is stained, soiled, ripped or in disrepair
- food items with outdated expiration dates
- decorative items such as vases, figurines, wall art, paintings, posters etc.
- console televisions
- infant potty chairs or bath seats
- infant car seats

**Baby Items:** Any needed baby items (i.e. cribs, high chairs, strollers, clothing etc. )will be listed on the website. Donors are requested to call the shelter before dropping off any items.

**Furniture and Bedding:** Any needed furniture and bedding (i.e. couches, dressers, table etc. ) will be listed on the website. Donors are requested to call the shelter before dropping off any items. In most cases the transportation of items to WAIT House or its storage facility by staff is not available.