

## **WAIT House** **In Kind Donation Acceptance Policy**

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 in the near future will be listed on the website.
- 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.

### **General Needs**

There is an unlimited need for the following:

- Gift Cards to
  - Hannaford
  - Price Chopper
  - Stewart's
  - Wal-Mart
  - Target
  - Lowe's
  - Home Depot
  - Any gas station
- Food Items listed on the website [www.hycwaithouse.org](http://www.hycwaithouse.org)

WAIT House is unable to accept the following items:

- used computer equipment
- used stereos or stereo components
- videotapes, records, cassette tapes
- 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- food items with outdated expiration dates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

Please consult the website for items that are in supply at WAIT House and not needed at any particular time.

**Baby Items:** Due to liability concerns WAIT House is unable to accept the following items:

- Used cribs
- Used portacribs
- Used car seats
- Used potty chairs or baby bathtubs
- Used baby swings
- Used infant clothing
- Used baby bottles
- Used toys including stuffed animals
- Used high chairs or booster seats
- Used strollers

Based on its certification and programs WAIT House expects to provide shelter and/or transitional housing for a maximum of 7-12 infants or toddlers per year. This limits the need for the amount of infant/toddler items and supplies needed. Please consult the website for items needed at any particular time.

**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.