



## DONATION GUIDELINES AND PROCEDURES

City on a Hill is grateful for the many donations of new and used items that help us to accomplish our mission in serving families in Milwaukee. Below are a few guidelines that will help us to use your donations and our time and resources most effectively.

### HOW TO DONATE + DROP OFF AT CITY ON A HILL:

1. To schedule a drop-off (at least 24 hours in advance):
  - a. please contact **Jeannie** at (414) 931-6670 or [JMatos@cityonahillmke.org](mailto:JMatos@cityonahillmke.org)
2. Please **drop donations off at 2224 W. Kilbourn Ave.**
3. Please ***separate items by category*** in bags or boxes. (Ex. Books in one box, food in another)
4. ***Furniture and appliance donations must be viewed by City on a Hill staff member prior to drop off.***
5. **All donations must be new or gently used, clean, and work properly.**
6. **City on a Hill does not accept or have the current need for the following items:**
  - a. Used socks or undergarments, used toys, cassette & VHS tapes, old televisions VHS players, adult & children's clothing, used DVD's, stuffed animals, knit winter wear.

*If you'd like to donate something that we currently do not accept, please contact one of our partner organizations:*

#### **1. Milwaukee Rescue Mission- 414-344-2211**

Milwaukee Rescue Mission; 830 N. 19th St.; Milwaukee, WI 53233. Donations are accepted at their Kilbourn Ave. entrance (Kilbourn and 19th Street) Monday through Saturday from 8 a.m. to 8 p.m. There is also a drop-off bin to receive clothing donations located at the True Value Hardware located at 8010 N. 76th Street.

#### **2. Salvation Army- 1-800-SA-TRUCK (1-800-728-7825)**

Schedule a pickup at <https://satruck.org/donate/choose>

For Drop Off Locations Visit <https://satruck.org/DropOff>

**(Please see next page for a current list of needs)**



## Needs List

This list is based on the inventory that we currently have in stock and the needs of our ministry. If you have any questions concerning donated items, please call Jeannie at (414) 931-6670.

### **CHILDREN/TEEN PROGRAMS & YOUTH CENTER**

- School supplies (K-12th grade)
    - No crayons or 3 ring binders needed at this time.
    - Needed items: Ink pens, markers, quality calculators, new backpacks, notebooks / journals, colored pencils, notecards, Post-it® notes.
  - Larger toys - (approx. \$5-10 in value)
  - Healthy Single serve snacks
- Non-perishable food items for food pantry:**
- Canned meats and tuna
  - Boxed Hamburger helper, Tuna Helper
  - Oatmeal- single serve packets
  - Boxed or bagged cereal and breakfast bars
  - Baked beans
  - Canned fruit and vegetables
  - Spaghetti noodles and sauce
  - Canned spaghetti, ravioli
  - Hot sauce
  - Boxed macaroni and cheese
  - Peanut butter and jelly (16 oz Size)
  - Hearty Soups
  - Packaged, shelf-stable sides (examples: boxed mashed potatoes, noodles)
  - Salad dressing (Ranch, French)
  - Boxed Pancake mix
  - Syrup for pancakes
  - Boxed flavored rice
  - Coffee
- STEM (Science, Technology, Engineering, and Math) kits
  - Girls Activity Kits
  - Books from the list of "Top 150 Recommended African American Children's Books".
  - New Sports Equipment: basketballs, footballs, soccer net & balls, yoga mats,
- Disposable paper products
    - Plates
    - Bowls
    - Napkins
    - Silverware
    - Cups
  - New Hats, Gloves, Mittens (not hand-knit)
  - Ziploc bags (Gallon & 2 Gallon)
  - Disposable full size aluminum food pans w/lids
  - Aluminum foil
  - Clear plastic wrap
- Hygiene Items (Full Size):
- Bar soap + body wash
  - Deodorant
  - Disposable Razors + shaving cream
  - Toilet paper (4 pack)
  - Toothbrush + toothpaste (single package toothbrush)
  - Baby powder
  - Wash Cloths
  - Shampoo + conditioner for African American Youth (Cantu, Pantene, Crème of Nature, Soft Sheen, Lustra Silk)

## NEIGHBORHOOD OUTREACH SUPPLIES

- Portable Air Compressor

## HOUSEHOLD ITEMS

- New Bath towels & wash cloths
- Silk pillowcases
- Laundry bags
- Laundry soap
- Fabuloso Cleaner

## HEALTH CLINIC NEEDS

- Alcohol Prep Wipes
- Pill cutters & Pill organizers
- Vitamins (Vitamin B, C, D, Zinc, Magnesium & Iron)
- Diabetes Medication (including insulin & lancets)
- Unused asthma inhalers
- Prescription Medications (non-psych & non-pain medications)
- Diabetic Socks
- Automatic blood pressure machines/cuffs
- Glucose meters/glucose strips
- Travel size lotion
- Travel size Vaseline
- Foot Lotion

## APPLIANCES

- Kitchen Stoves (electric only)
- Washer & Dryer (electric only)
- Refrigerator
- Freezers

*NOTE: Appliances must be viewed by City on a Hill staff prior to drop off. All appliances must be electric, clean, and in good working order.*

## MAINTENANCE/BUILDING SUPPLIES

- Paint Brushes & Rollers
- Portable Fans and Heaters
- Duct Tape (High Quality)

## COMPUTER EQUIPMENT & SUPPLIES

- Scanners
- Laptops
- Office Printers
- USB external hard drives
- USB thumb drives
- Canned air
- Video Projector
- Network cables
- AUX cables (Various Lengths)
- Smart TV for Zoom Meetings

*NOTE: Any of the items donated should be in great working condition. We ask that nothing obsolete or almost obsolete be donated.*