



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:

- To schedule a drop-off (at least 24 hours in advance):
 - please contact **Brooke** at (414) 931-6670 or bhall@cityonahillmke.org
- Please **drop donations off at 2224 W. Kilbourn Ave.**
- Please ***separate items by category*** in bags or boxes. (Ex. Books in one box, food in another)
- ***Furniture and appliance donations must be viewed by City on a Hill staff member prior to drop off.***
- **All donations must be new or gently used, clean, and work properly.**
- **City on a Hill does not accept or have the current need for the following items:**
 - 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:***

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.

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)

In-Kind Gift Giving Guide

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 Brooke at (414) 931-6670 or bhall@cityonahillmke.org.

CHILDREN/TEEN PROGRAMS & YOUTH CENTER

- School supplies (K-12th grade)
 - No crayons needed at this time.
 - Needed items: Ink pens, markers, quality calculators, new backpacks, notebooks / journals, colored pencils, notecards, Post-it® notes and 3 ring binders.
- Larger toys - (approx. \$5-10 in value)
- Healthy Single serve snacks
- Playdoh
- Legos (strickly bricks) 5-12 year olds
- STEM (Science, Technology, Engineering, and Math) kits
- Girls Activity Kits
- Books from the list of "Top 150 Recommended African American Children's Books".
- New or used games
- New Sports Equipment: basketballs, footballs, soccer net & balls, yoga mats
resistance bands

FOOD AND HYGIENE PANTRY

- **Non-perishable food items**
- 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
- 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

HYGIENE ITEMS (FULL SIZE)

- Lotion, Vaseline Intensive Care 10 oz.
- Mouth Rinse (without alcohol)
- Body wash
- Deodorant
- Disposable Razors + shaving cream
- Toilet paper (4 pack)
- Wash Cloths
- Shampoo + conditioner for African American Youth (Cantu, Pantene, Crème of Nature, Soft Sheen, Lustra Silk)

HOUSEHOLD ITEMS

- New Bath towels & wash cloths
- Silk pillowcases
- Laundry soap (small quantity found at Dollar Tree)
- Laundry bags
- Fabuloso Cleaner (small quantity found at Dollar Tree)
- Bathroom Air Freshener
- Lysol Wipes

HEALTH CLINIC NEEDS

- Alcohol Prep Wipes
- Over The Counter Allergy Medications
- Weekly Pill organizers
- Vitamins (Vitamin B, C, D, Zinc, Magnesium & Iron)
- Diabetes Medication (including insulin & Safety lancets)
- Unused asthma inhalers
- Prescription Medications (non-psych & non-pain medications)
- Gently Used prescription Glasses and Cases
- Diabetic Socks
- Glucose meters/glucose strips
- Travel size lotion
- Travel size Vaseline
- Foot Lotion

APPLIANCES

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.

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

MAINTENANCE/BUILDING SUPPLIES

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

COMPUTER EQUIPMENT & SUPPLIES

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

- 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
- HDMI Cords
- HDMI-C Cords
- AA Batteries

PROJECTS

If you are interested in putting together any of the kits below, for more than 20, please contact Brooke at City on a Hill (414) 931-1804 Ext. 123 or bhall@cityonahillmke.org

PROJECT 1: Self-Care kit for 20 women (items listed are per student)

1 pencil pouch (size 6x10 inches) Toenail
clippers
Hand sanitizer
Chapstick
Hair pick
Small Vaseline Small
mirror

PROJECT 2: Cleaning Kit for 20 households (items listed are per household)

1 small cleaning bucket
Household cleaner
Dish soap
Laundry soap
Hand soap
Sponges
Dish cloth

PROJECT 3: Monthly Birthday Party supplies

Decorations, streamers, balloons, and banner
Supplies for 2 carnival games for a group of 30 kids
Snacks for 30
Treat bags for 30