

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 of 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

Contact Brooke at (414) 931-6670 or bhall@cityonahillmke.org at least 24-hours in advance to schedule a drop-off

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, cassettes or VHS tapes, old televisions, VHS players, adult & children's clothing, used DVDs, stuffed animals, and knit winter wear.

PROJECT KITS

Contact Brooke at (414) 931-6670 or bhall@cityonahillmke.org if you are interested in putting together any of the kits below .

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 student

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

PROJECT 3: MONTHLY BIRTHDAY PARTY SUPPLIES

Enough items for 30 kids

- Decorations
- Streamers
- Balloons
- Banner
- Supplies for 2 carnival games
- Snacks
- Treat bags



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 are 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

APPLIANCES

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

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

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)



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

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

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
milmission.org

Salvation Army
1-(800) 728-7825
satruck.org/dropoff