



DONATION GUIDELINES AND PROCEDURES

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

HOW TO DONATE & DROP OFF AT CITY ON A HILL

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

Bring donations to 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 a 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 Jacquē at (414) 931-6670 or jwilliams@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

Jacquē at (414) 931-6670 or jwilliams@cityonahillmke.org.

CHILDREN/TEEN PROGRAMS & YOUTH CENTER

- School Supplies (K-12th grade)
 - No crayons are needed at this time.
 - Alcohol markers, alcohol marker coloring books, adult coloring books, sticker by number books (easy-hard), ink pens, markers, quality calculators, notebooks/journals, colored pencils, notecards, Post-it® notes, durable backpacks, and 3-ring binders.
 - STEM (Science, Technology, Engineering, and Math kits
 - Girl's activity kits
- Toys and Games
 - Larger toys - (approx. \$5-10 in value, no toy guys)
 - New books
 - New graphic novels
 - New games
 - Board or card games
 - PS5 controllers and games (no shooting games)
 - Xbox One controllers and games (no shooting games)
 - Air hockey supplies
- Clothing
 - High-quality sports socks
 - Gloves
 - New coats, more for bigger kids
- Youth Pantry
 - Boxed mac and cheese
 - PB and J
 - Breakfast cereals
 - Applesauce
 - Granola bars
 - Healthy single-serve snacks
 - Frozen meals
- Incentive Store Supplies
 - Variety chips (single serve)
 - Variety cookie packs
 - Candy, fun-size
 - Frozen appetizers
- New Sports Equipment
 - Basketballs, footballs, soccer net and balls, yoga mats resistance bands
- Hygiene
 - Deodorant (CRITICAL NEED)
 - Sunscreen
 - Towels

HYGIENE PANTRY ITEMS (UNOPENED, FULL SIZE)

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



FOOD PANTRY (UNOPENED)

- Non-perishable food items
- Canned meats and tuna
- Boxed Hamburger Helper, Tuna Helper
- Oatmeal, single-serve packets
- Boxed or bagged cereal and breakfast bars
- Canned beans
- Canned fruit and vegetables
- Spaghetti noodles and sauce
- Canned spaghetti, ravioli
- Boxed macaroni and cheese
- Peanut butter and jelly (16 oz Size)
- Hearty soups (no "cream of...")
- Packaged, shelf-stable sides (examples: boxed mashed potatoes, noodles, salad dressing (ranch, french))
- Boxed pancake mix
- Syrup for pancakes
- Boxed flavored rice
- Disposable paper products
 - Plates
 - Bowls
 - Napkins
 - Silverware
 - Cups
- Ziploc bags (gallon and 2 gallon)
- Disposable full size aluminum food pans w/lids
- Aluminum foil

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

HEALTH CLINIC NEEDS (NEW UNLESS NOTED OTHERWISE)

- Unused medical supplies
- Alcohol prep wipes
- Over-the-counter allergy medications
- Weekly pill organizers
- Vitamins (Vitamin B, C, D, Zinc, Magnesium & Iron)
- Unused asthma inhalers
- Gently used prescription glasses and cases
- Unused diabetic socks
- Unused glucose meters/glucose strips
- Travel size lotion
- Travel size Vaseline
- Foot lotion
- New hats, gloves, mittens (not hand-knit)

HOUSEHOLD ITEMS (NEW)

- Bath towels and 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
- Paper towels
- Liquid dish soap

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

MKE Rescue Mission
(414) 344-2211
milmission.org

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