

## **CHECKLIST**

In-kind donations are more than welcomed, however there are requirements that must be met before we can distribute these items to our Clubs and Organization.

PRACTICALITIES:
☐ Please check all items before receiving them.
<ul> <li>We do not accept broken or incomplete items, expired food, used care products, or dirty clothes.</li> </ul>
☐ If it is an electronic item(s), please have the donor test item(s) in front of staff. It must work properly. If it needs batteries, it must include them.
<ul> <li>Please ensure that the electronic item works. If an electronic item does not work, the organization will incur disposal expense cost.</li> </ul>
<ul> <li>If it is a furniture item(s), and contains a lock drawer/cabinet, they must provide a key.</li> </ul>
ITEMS WE DO NOT ACCEPT:
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☐ Bowling Balls
<ul><li>☐ Bowling Balls</li><li>☐ Hazardous materials</li></ul>
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<ul><li>□ Bowling Balls</li><li>□ Hazardous materials</li><li>□ Pianos</li><li>□ Expired food</li></ul>

ESSENTIALS:
☐ Electronics: Game Systems
☐ Electronics: TVs/Bluetooth Speakers
☐ Electronics: Computers/Laptops
☐ Tools: Functional
☐ Furniture: Complete, Clean, and Useable
☐ Food: Non-Perishable/Non-Expired
□ Board Games
☐ Clothes: New or gently used but washed
☐ Toys: Ages 6-18
☐ STEM Kits
☐ Sports Equipment: New or slightly used
☐ Care Products: New only
☐ Kitchen accessories/ Working Appliances
☐ <u>New</u> School items: Backpacks, notebooks,
pencils/pens, color pencils/markers, etc.

## **QUESTIONS/CONCERNS:**

Please contact Jesse in person or by email: jessec@bgclubfc.org.