

## YWCA of the Greater Capital Region, Inc.

### Donation Policy and Procedures

#### EXTERNAL

#### Donation Policy:

As a nonprofit, tax exempt entity, YWCA of the Greater Capital Region, Inc. (YWCA-GCR), accepts donations from individuals who wish to support YWCA-GCR's mission, services and programs. Donations may be directed towards different YWCA-GCR's services and programs, such as the Jamison-Rounds Ready For Work Program, Women in Transition (WIT), etc. Donations support YWCA-GCR in meeting its population's needs, addressing unmet needs, expenses, etc.

**NOTE: *My Sister's Closet is currently closed due to renovations in the basement. We are unable to accept any clothing donations at this time.***

#### The YWCA-GCR can accept the following items:

- **NEW** diapers (sizes 2, 3, 4, 5) and wipes
- **NEW** linens, including: sheets, pillowcases, blankets, pillows, zip-style waterproof mattress pads, towels and washcloths
- **NEW** personal care items, including: feminine hygiene products, soap/body wash, shampoo/conditioner, deodorant, and toothbrushes/toothpaste
- **NEW** (with tags) women's and girl's bras and underwear
- **NEW** kitchenware, including: silverware, cookware, bake ware, pots, and pans, dishes
- **NEW** pens, pencils, notebooks, folders, binders, and other office supplies
- **NEW** small electronics and household appliances
- **NEW** children's games and toys

Although YWCA-GCR can accept the bulleted items above, there may be times when we cannot accept such items due to lack of storage, change in accepting donated items, no longer needing an item(s), etc.

#### The following donated items **WILL NOT** be accepted:

- Used computers, TVs, electronics, etc.
- Furniture, mattresses, and box springs
- Used pillows, linens, and wash cloths
- Car seats, cribs, and other baby items due to model recalls
- Used undergarments and bathing suits
- Athletic or workout equipment
- Used toys
- Stuffed animals of any kind
- Ripped, torn, dirty, or unhygienic shoes or footwear

## Donation Procedures:

Drop off hours at YWCA-GCR: **Monday - Friday, 8:00 a.m. – 4:00 p.m. We will accept donations outside of these times by appointment only.** Please contact the Director of Development and Marketing, Jenifer Whiston, at 518.274.7100 or [jeniferw@ywca-gcr.org](mailto:jeniferw@ywca-gcr.org) to schedule an appointment outside of normal drop off hours or for additional questions or clarification.

**If we are unable to accept donations due to space, need, etc., the Director of Development and Marketing will print a sign that will be placed on the front desk in an acrylic sign holder stating this.**

Revised 2/8/2018