

# GUIDELINES FOR IN-KIND DONATIONS

**NOTE: IN ALL CASES, DONATIONS ARE NOT TO BE SOLD!**

*(This could cause us to lose our privilege to receive the items.)*

## HOUSE 1- CAMPUS STORE

*The way it works...*

In-kind donations come in to our lobby every week and specifically requested items are posted on our Facebook page and website. Volunteers from Banana Republic/Old Navy (and philanthropy staff) sort through these items to ensure they are appropriate for our youth. Then the items are staged/stored for our youth in our Campus Store-House 1. Our beautifully kept

Campus Store-House 1 provides a dignified experience for our youth to shop and it often increases the quality of our programming by ensuring youth have what that need. It often reduces some expenses on our budget. The basement rooms of the house are used to sort items and as a place for storage of seasonal items. It's not a shopping area. **To get the key, stop by the Administration Building lobby and log it in and out.** We also ask for your feedback to let us know what was taken or what you wish we had. This helps us know what we need to request.

### Group Care Services

- Youth (escorted by staff) may shop as a reward for behavior.
- Youth are encouraged to get necessities (hygiene products, clothes, shoes, school supplies, etc.)
- When a youth is **admitted** to campus, they are encouraged to get what they need (bedding, clothes, toiletries, room decorations, comfort items, etc.)
- When a youth has **weekend visits** 'home' they are encouraged to get suitcases/duffle bags to pack and to get travel-sized toiletries and other items they'll need for the weekend or holiday.
- When a youth is **discharged**, they are encouraged to get suitcases/duffle bags to pack their belongings and to get necessities to take with them to their next home.
- Youth can also shop for gifts appropriate to give to their family/friends.
- Group home staff can shop for household items that will be used in their programming or group home.

### John G. Wood School

- JGW students (escorted by staff) shop on Friday. Students use behavior points to buy fun things to reward good behavior (toys, games, clothes, knickknacks, stuffed animals, etc.).
- JGW students are encouraged to get necessities without using points (hygiene products, clothes, shoes, school supplies, books, etc.).
- JGW students can also shop for gifts appropriate to give to their family/friends.
- JGW teachers can get supplies needed for their program or classroom.

### ILA

- Staff shop for household items to set up apartments for new ILA youth.

**Nothing in the Campus Store-House 1 is available to employees. All items are reserved for clients and programs.**

## HOUSE 8 (PUBLIX)

### *Only on Mondays*

*The way it works...*

A Food Bank truck delivers donated groceries from Publix, then our volunteer sorts and organizes the food. An email announcement alerts you when the house is ready for shopping. Whoever picks up the food is in charge of checking the expiration dates. No expired products are to be given to our youth.

#### Group Care Services

- Group Home staff get groceries and bottled water for their youth and/or program.

#### John G. Wood School

- JGW staff get groceries and bottled water for their students and/or program.

#### Employees

- After shopping for our programs has ended, an email will be circulated announcing that the store is open to employees for their personal grocery shopping (usually around 1:00 p.m.).
- There is also a big table in the House 8 kitchen. Items on this table are not appropriate for our kids but are available for our employees on Monday.
- We kindly ask that you not take an excess amount of items, only what you need. Thank you for being sensitive and fair to others.

## ADMINISTRATION BUILDING (COSTCO)

### *Only on Thursdays*

*The way it works...*

Maintenance staff go to Costco each week to pick up perishable bakery items (cakes, pies, breads, cookies). They are delivered to the Administration Building's board room (kitchen side) table. An email announcement alerts you to their availability for use in programs.

#### Group Care Services

- Group Home staff get bakery items for use in their program.

#### John G. Wood School

- JGW staff get bakery items for use in their program.

#### Therapeutic Resources

- Therapeutic Resource staff get bakery items for Youth Mental Health First Aid workshops.

#### Employees

- After ~3:00p.m. an email announcement alerts you to their availability for employees.

## MAINTENANCE SHED (COSTCO)

### *Only on first Wednesday of each month*

*The way it works...*

Maintenance staff also go to Costco each week to pick up non-perishable items that Costco donates to nonprofits like furniture, mattresses, gardening items, knickknacks, etc. The items supplement the needs of our programs. If the items are small, they're taken to the Campus Store-House 1. If they're big, they're stored in the maintenance shed.

Occasionally we have items not appropriate for our programs. If they're small, we put them on the employee table in House 8, if they're big, we have the following process for making them available for employees' personal use.

From **8:30 to 9:30 a.m.** and **3:00 to 4:00 p.m. on the first Wednesday of each month**, these items will be available for distribution. An email will be circulated announcing that the maintenance shed is open.

**Having these two 1-hour windows allows our maintenance staff to attend to their regular jobs.** This area will no longer be available for employees to drop-in.

**Be aware that these items may not be in perfect condition or complete.**

FIRST PRIORITY IS FOR PROGRAM USE.

**In addition, donated bikes are stored in the maintenance shed for our kids.**  
Contact Howie or Martin when you have a youth who needs a bike.

#### Program Staff

- Tag or take the item to your program. Maintenance staff will help if needed.

#### Employees

- If you choose an item for personal use, we suggest that you make a donation to VHBG. Example: \$50 donation for a mattress.
- We also will need for the item you choose to be taken away the same day you choose it.
- We kindly ask you to remember your co-workers are not all able to be at the maintenance shed at the same time, so limiting your selection will allow others the same shopping opportunity.

## GYM BASEMENT

*The way it works...*

**General donations will no longer be stored in the gym basement.** However, specific in-kind donations will go directly to the appropriate room in the gym. These items will remain in their designated rooms for use by John G. Wood students.

Game room (pool table, ping pong table, etc.)

Music room (drums, key board, etc.)

Sports equipment room (tennis rackets, balls, etc.)

Exercise equipment area (weights, etc.)

## ILA COMMONS

*The way it works...*

Furniture (beds, sofas, tables, etc.) that aren't appropriate/needed for Group Care Services or John G. Wood School are stored in the ILA Commons for use in ILA apartments

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