



## **A PLACE CALLED HOME IN KIND DONATIONS POLICY**

As part of our “Keep on Giving” initiative, A Place Called Home accepts in-kind product and service donations to support the myriad of program offerings at the Center.

A Place Called Home (APCH) will gladly accept donations of clothing, furniture, vehicles and other items on an as-needed basis. These donations will be used within the Center, given away to community members or sold to bring in revenue for APCH.

The Center, which is a home away from home for up to 400 children a day, is literally bursting at the seams! Every inch of every room is being used to provide vital programs and activities, including tutoring, homework assistance, a computer lab, music, dance, mentoring, counseling and more. For this reason, we are unable to store donated items for long periods of time therefore, we seek items that we can utilize immediately or that require little storage space.

### **To Make A Donation:**

If you have items you wish to donate, please contact:

Scott Culbertson  
323/232-7653 ext. 238  
E-mail: [scott@apch.org](mailto:scott@apch.org)

When you call you will receive information on whether we can use the items, how they might be delivered and how we may utilize the item (please note that with limited staff and vehicles we are not equipped to pick-up donations.) As a matter of discretion we may choose to refuse items based on the lack of need and/or space for the item at the time.

Upon receipt of your donated items, we will issue a thank you letter, which is acceptable for tax purposes.

### **Items That Are Generally Accepted:**

New Clothing – Donations of new clothing and shoes are always appreciated, especially business attire (suits, dresses,) that can be used for job interviews, employment opportunities, and graduations, seasonal clothing (coats, jackets, sweaters, scarves, gloves, boots) and baby and children’s clothing.

School Supplies – We are always in need of school supplies, for both our members and the Educational programs offered at the Center including backpacks, uniforms, notebooks, binders, college-ruled and wide-ruled paper, construction paper, pens, pencils, markers, reading and math activity books.

Office Supplies & Equipment -- The Center is in desperate need of office supplies and equipment including: paper shredders, electric pencil sharpeners, staplers, paper cutters, scissors, ball point pens, tablets, folders, binders, paper, paper and more paper!!!.

Furniture – As a result of the lack of storage space at the Center, we are only able to accept furniture donations based on immediate need (please contact us to determine). Donated items need to be in **good condition, clean and in working order - requiring no repairs**. Generally we do not accept mattresses or appliances such as refrigerators and stoves. Items we do accept, if needed, include desks, office chairs, filing cabinets, tables, couches and chairs, lamps, and shelves. In the event that we are unable to accept your items, we can refer you to other worthy organizations in need.

Housewares – Various items may be used in our kitchen or distributed in families in our community who are need. Donated items need to be in **good condition, clean and in working order - requiring no repairs**. Items we accept include serving bowls, blenders, electric can openers, crockpots, food processors, electric mixers, skilletts, waffle makers, electric grills, microwave ovens, toaster ovens, pots & pans.

Automobiles - APCH has collaborated with Cars 4 Causes ([www.cars4causes.org](http://www.cars4causes.org)), an organization that makes arrangements to pick-up vehicles (including towing if the car doesn't work), handle the transfer of paperwork, selling the vehicle, and/or distribution of the parts, and will give APCH 70% of the value of the vehicle. Cars 4 Causes also has expert tax advice to assist in determining value of the vehicle for tax purposes. Please call Cars 4 Causes at 800-766-2273 and be sure to tell them you want the proceeds to go to A Place Called Home. We would also love for you to let us know that you made this connection so that we can anticipate receiving the gift.

Computers – All computer related donations must be approved in advance by the Center's MIS department. When you call APCH ask for the MIS department to assure that the donation can be accepted.

Holiday Donations – During the Christmas holiday season, we have an urgent need for **new** toys and gifts. The Center hosts an Annual Holiday Toy Giveaway for our members and the children in the community. Each year over 1700 children line up around the Center, sometimes waiting in line for hours, to receive a gift which could very well be the only one they receive.

We accept **new** toys (but please none that are of a violent nature – no play guns, knives, or violent videogames). There is a critical need for gifts for the older children ages 14-20, including CDs, sporting goods, tickets to amusement parks, sporting events or movie theaters, and gift cards/certificates.