



## NEEDHAM COMMUNITY COUNCIL

# NEW DONATION GUIDELINES

**DUE TO COVID 19 DONATIONS ARE ACCEPTED  
BY APPOINTMENT ONLY**

**THE DONATION FORM MUST ACCOMPANY ALL DONATIONS  
(some will be available at drop off to complete before your appointment)**

- \* Masks required at drop off
- \* Please respect the health, safety and time of our volunteers and staff
- \* All items must be *clean, complete, sellable and in working condition*
- \* We cannot take and dispose of broken, torn, stained or unusable items
- \* Please do not leave any donations when we are closed
- \* Donations appointments may be set up on-line or by calling the office 781-444-2415
- \* If you miss your drop off time, we cannot accept your items and you will need to reschedule.
- \* No more than TWO (2) NORMAL SIZE trash bags that can be closed, or 2 NORMAL SIZE boxes that can be closed may donated at one time.
- \* Please put all clothes in closed trash bags and housewares in closed boxes
- \* A volunteer will meet you outside with a rolling bin to accept your TWO trash bags or boxes. YOU may not enter the building.
- \* YOU must be able to lift the bags/boxes into the bins – volunteers will not be able to handle the donations.
- \* PLEASE NO CLOTHING ON HANGERS UNLESS IN A DRY CLEANER BAG!!!!
- \* **NO DONATIONS CAN BE ACCEPTED without the completed form!!!**