



DONATION GUIDELINES & PROCEDURES

City on a Hill is grateful for the many donations of new and used items that help us to accomplish our mission in serving families in Milwaukee. Below are a few guidelines that will help us to use your donations and our time and resources most effectively.

1. Please contact Shelia at (414) 931-6670 or skincy@cityonahillmilwaukee.org to **schedule a drop-off appointment** at least 24 hours in advance.
2. Please **drop donations off at 2224 W. Kilbourn Ave.**
3. Please **separate items by category** in bags or boxes. (Ex. Books in one box, food in another)
4. **Furniture and appliance donations must be viewed by City on a Hill staff member prior to drop off.**
5. **All donations must be new or gently used, clean, and work properly.**
6. **City on a Hill does not accept or have the current need for the following items:** Used socks or undergarments, used toys, cassette & VHS tapes, adult & children's clothing, used DVD's, stuffed animals, knit winter wear.

**PLEASE CHECK THE WEBSITE FOR A CURRENT LIST OF ITEMS THAT WE'RE ACCEPTING.
THIS LIST CHANGES PERIODICALLY!**

If you'd like to donate something that we currently do not accept, please contact one of our partner organizations:

1. Milwaukee Rescue Mission- 414-344-2211

Donations drop-off: 8am–4:30 pm, Mon.–Fri. or mail to Milwaukee Rescue Mission; 830 N. 19th St.; Milwaukee, WI 53233

2. Salvation Army- 414-276-4316

Drop off at 324 N Jackson St. or call to schedule a pick-up. Drop off hours are Mon-Sat, 8 am-5 pm.

(Please see next page for a current list of needs)

NEEDS LIST

Revised 7/11/2017

This list is based on the inventory that we currently have in stock and the needs of our ministry. If you have any questions concerning donated items, please call Shelia at (414) 931-6670.

CHILDREN'S PROGRAMS

- School supplies (K-12th grade)
- Small novelty prizes for boys and girls programs (dollar store items)
- Larger toys - (approx. \$5-10 in value)
- DVD players
- Single serve snacks
- **DREAM BIG ITEM- Passenger Van**

MONTHLY HEALTH OUTREACH

Non-perishable food items for food pantry:

- Canned meat and tuna
- Cereal and breakfast bars
- Baked beans
- Canned fruit
- Canned vegetables
- Spaghetti noodles and sauce
- Canned spaghetti, ravioli
- Boxed macaroni and cheese
- Peanut butter and jelly
- Soups
- Rice
- Packaged, shelf-stable sides (example: boxed mashed potatoes)

Hygiene Items:

- Bar Soap
- Combs
- Deodorant
- Disposable razors
- Mouthwash (non-alcoholic)
- Toothbrush/toothpaste
- Body wash, shampoo
- Disposable razors
- Shaving cream

Hats, Gloves, Mittens (not knit)
Men's socks and white t-shirts

Disposable Paper products:

- Plates
- Bowls
- Napkins
- Silverware
- Cups
- Ziploc bags
- Disposable full size aluminum food pans w/lids
- Aluminum foil
- Clear plastic wrap

NEIGHBORHOOD OUTREACH SUPPLIES

- Candy for Adopt-a-Block
- Sports equipment (basketballs, footballs, soccer net & balls)

FURNITURE & APPLIANCES

- Kitchen Stoves (electric only)
- Washer & Dryer (electric only)
- Refrigerator
- Freezer

NOTE: All furniture & appliances must be viewed by City on a Hill staff prior to drop off. All appliances must be electric, clean, and in good working order.

MAINTENANCE/BUILDING SUPPLIES

- Paint Brushes & Rollers
- Duct Tape (High Quality)
- Extension Cords (Heavy Duty) & Surge Suppressors
- Assorted Electrical Tools
- Rakes, brooms, snow shovels
- Salt spreader for winter

Tools (new or gently used)

- LED Flashlights
- Safety Glasses
- Open End Wrenches
- Assorted Pliers
- Tape Measures
- Channel Locks
- Screwdrivers
- Crescent Wrenches
- Vice Grips

- Shop Vacuum (Large Capacity)
- Small Powerful Electric Handheld Vacuum
- Portable Fans and Heaters
- Lawn Mowers (Great Condition)
- Clear Storage Containers with lids (Various Sizes)
- ***DREAM BIG ITEMS- Pick-up Truck, Tractor***

- Needle Nose Pliers
- Cordless Drills
- Saws (circular, reciprocating, jig)
- Hammers
- Jumper Cables
- Tire Gauge
- Portable Tool Carriers
- Flash Lights

COMPUTER EQUIPMENT (LATER MODELS)

- Scanners
- Laptop
- Desktops
- Color Laser Printer
- Black & White Laser Printer
- USB keyboards & mice
- USB External hard drive
- USB thumb drives
- Canned air