



DONATION GUIDELINES AND 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.

HOW TO DONATE + DROP OFF AT CITY ON A HILL:

1. To schedule a drop-off (at least 24 hours in advance):
 - a. please contact **Jeannie** at (414) 931-6670 or JMatos@cityonahillmilwaukee.org
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:**
 - a. Used socks or undergarments, used toys, cassette & VHS tapes, old televisions VHS players, adult & children's clothing, used DVD's, stuffed animals, knit winter wear.

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

Milwaukee Rescue Mission; 830 N. 19th St.; Milwaukee, WI 53233. Donations are accepted at their Kilbourn Ave. entrance (Kilbourn and 19th Street) Monday through Saturday from 8 a.m. to 8 p.m. There is also a drop-off bin to receive clothing donations located at the True Value Hardware located at 8010 N. 76th Street.

2. Salvation Army- 1-800-SA-TRUCK (1-800-728-7825)

Schedule a pickup at <https://satruck.org/donate/choose>

For Drop Off Locations Visit <https://satruck.org/DropOff>

(PLEASE SEE NEXT PAGE FOR A CURRENT LIST OF NEEDS)

NEEDS LIST

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 Jeannie at (414) 931-6670.

CHILDREN/TEEN PROGRAMS & YOUTH CENTER

- School supplies (K-12th grade)
 - No crayons or 3 ring binders needed at this time.
 - Needed items: Ink pens, notebooks / journals, colored pencils, notecards, Post-it® notes.
- Small novelty prizes for boys and girls programs (dollar store items)
- Larger toys - (approx. \$5-10 in value)
- Single serve snacks
- Incentive prizes for teens
 - Gift cards: Movie theater, fast food & restaurants
 - Remote control cars & helicopters
 - Five Below Store gifts,
 - Earbuds
 - Android/iPhone chargers & cases
 - Bluetooth speakers
- Sports equipment: basketballs, footballs, soccer net & balls, yoga mats, resistance bands
- **DREAM BIG ITEM- Passenger Van**

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FOOD & HYGIENE PANTRY

Non-perishable food items for food pantry:

- Canned meats and tuna
- Boxed or bagged cereal and breakfast bars
- Baked beans
- Canned fruit and vegetables
- Spaghetti noodles and sauce
- Canned spaghetti, ravioli
- Hot sauce
- Boxed macaroni and cheese
- Peanut butter and jelly
- Soups
- Rice
- Packaged, shelf-stable sides (examples: boxed mashed potatoes, noodles)
- Salad dressing (Ranch, French)
- Disposable paper products
 - Plates
 - Bowls
 - Napkins
 - Silverware
 - Cups
- Hats, Gloves, Mittens (not knit)
- Ziploc bags (Gallon & 2 Gallon)
- Disposable full size aluminum food pans w/lids
- Aluminum foil
- Clear plastic wrap

Hygiene Items (Full Size):

- Bar soap + body wash
- Combs
- Deoderant
- Disposable Razors + shaving cream
- Mouthwash (non-alcoholic)
- Toilet paper
- Toothbrush + toothpaste
- Baby powder
- Wash rags
- Shampoo + conditioner for African American Youth (Cantu, Pentene, Crème of Nature, Soft Sheen, Lustra Silk)

NEIGHBORHOOD OUTREACH SUPPLIES

- Candy for Adopt-a-Block (No chocolate)
- Igloo Coolers

FURNITURE & APPLIANCES

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

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

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)
- ***DREAM BIG ITEMS- Pick-up Truck, Tractor***

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

COMPUTER EQUIPMENT (LATER MODELS) & SUPPLIES

- Scanners
- Laptops
- Desktops
- USB or wireless keyboards & mice
- USB external hard drives
- USB thumb drives
- Canned air
- Video Projector
- Network cables
- AUX cables (Various Lengths)