

Inkind (Food, Supply, and Goods) Donation Requirements and Guidelines

Donors who wish to contribute non-monetary gifts must follow this process, and the donation requirements and guidelines below. Barrett reserves the right to deny any donation.

PROCESS

Scheduling an appointment

Because our storage space is small and our inventory changes frequently, we require an appointment for acceptance of contributed items. You can schedule an appointment by calling our Development Department at Office: 505.246.9244 ext. 108 or by emailing communityengagement@barrettfoundation.org

Review our Wishlist:

We update our inkind wishlist regularly on our website, and occasionally will post on social media for urgently needed items.

Pick up Criteria

- Except for offsite arrangements made by housing case managers, we generally do not pick up donations. (See Furniture Donation Guidelines below)
- Exceptions to this may be made around the holidays if Barrett has the volunteer capacity. Donors of large inkind donations are encouraged to recruit volunteers for transportation to the shelter as part of their community outreach project.

Receipting

Once donated, we will provide you with a receipt using your assessment for Fair Market Value. This is required for our grants and contracts reports; and helpful in forecasting our budget.

GIFT REQUIREMENTS & GUIDELINES

We do not accept items without a thorough inspection and approval by a member of our Development team. Your initial conversation to arrange an appointment, and your review of the following guidelines, will help to avoid any rejection of items.

In-kind Gift Requirement Basics: Safety, Health & Hygiene

Packaging & Storage

- Donations must be packaged in clear bags or small boxes. All items must be visible from the top or sides of the package for easy inspection. Large, untransparent trashbags will be turned away.
- Barrett has limited staff capacity. Packages of donations cannot exceed 20 lbs. and must be easily lifted by one person. For large donations of many packages, the Development Manager will arrange a time when there is enough staff or volunteers to put away numerous donation packages. They will work with you on finding a suitable time for drop off.
- Barrett has limited storage capacity and we must follow OSHA guidelines to keep our staff and clients safe. Donations should not be left in hallways, or obstruct walking paths. Donations may be turned away if we do not have the storage capacity.

Condition of Items

- No donation packages will be accepted with visible mouse droppings, bugs, trash, debris, grease, unidentifiable or other harmful items.
- Gently used items must be cleaned and sanitized before delivering to Barrett.
- Barrett does not accept used undergarments or swimsuits. New items in this category must be sealed in original manufacturer packaging.

Healthcare & Hygiene donations

- Barrett limits its acceptance of medicines to Over the Counter and First Aid items and will turn away questionable items on the discretion of our Development Manager
- All healthcare, hygiene and personal care items must be in sealed manufacturer packaging.
- Donated Medical Equipment (wheelchairs, walkers) will only be accepted from qualified vendors.

Guidelines for Clothing + Shoes

All clothing must be in new or “like new” condition

- Free of pills, rips, tears, and holes
- Free of stains and fading
- Not thread-bare, stretched, frayed or worn out
- Shoes must be lightly worn, free of dirt and without noticeable odor
- All undergarments but be new and never worn. New undergarments must be in original, sealed packaging from the manufacture
- All clothing must be in season

Guidelines for Furniture Donation

- Most of our furniture needs are for our housing clients who are moving into their first apartment since living on the street.

- If you have furniture to donate, our Development Manager will connect you with our housing case managers to make arrangements for transportation.
- Receipts must be filled out and our case managers will submit them to our administration
- Occasionally, Barrett house shelter will have needs for new bedroom or office furniture. If you would like to be on a list to contact when we have those needs, please make arrangements with our Development Manager. We cannot store any furniture donations at Barrett House shelter.
- Furniture must be clean and free of any signs of significant wear and tear. It must still be in good working condition and not in need of repair.

Guidelines for Kitchen Appliances

All appliances must be in new or like new condition. They should be clean and free of any crumbs, residue, etc.

Guidelines for Electronics

All electronics must be in good, working condition. Wires must not be frayed, split, or chewed in any way. Batteries must not be corroded or in any way breaking down.

- No CRT monitors or other “tube” tvs
- Electronics with any restricted use
- Outdated electronics
 - These are things that products are no longer made for, or are not commonly used- CD players, VCR players, old radios, cassette players, old cameras, floppy discs, etc. While we appreciate the thoughtfulness behind these gifts, they just don’t end up getting used here.

Guidelines for Food

- Donors of food are encouraged to review the [Bill Emerson Good Samaritan Food Act](#)
- Because we have a commercial kitchen license, we cannot take any food items that have expired, or that have been dented, dinged, or damaged in any way. Thank you for understanding.

Guidelines for Personal Care / Hygiene Donations

- **All personal care items must be new, sealed, and in their original packaging.**
- Full size, (not travel) containers
- Hygiene items must be free of strong odors

Guidelines for Toy Donations

All toys must be new or like new (Free from matted hair, loose or missing parts, and obvious wear and tear.)

- Must not have a recall notice
- No vintage, antique or other toy that risks violation of updated safety standards
- Does not have messaging that promotes inappropriate behavior

Guidelines for Shelter Supplies: Kitchen and Cleaning Products

These are often our most needed items. We ask that they be new and as eco-friendly as possible.

Guidelines for Print Materials

- Barrett accepts books and magazines for our library on a limited basis due to storage
- We encourage donations of books that represent diverse readers; promote self-esteem; and teach skills that will help in daily life.
- Barrett will not accept propaganda, marketing materials or catalogues
- Barrett will not accept anything that promotes racism, hatred, or violence