

YWCA of the Greater Capital Region, Inc.
Donation Policy and Procedures
EXTERNAL

Donation Policy:

As a nonprofit, tax exempt entity, the YWCA of the Greater Capital Region, Inc. (YWCA-GCR), accepts donations from individuals who wish to support the YWCA-GCR's mission, services and programs. Donations may be directed towards different YWCA-GCR's services and programs, such as My Sister's Closet, the Jamison-Rounds Ready For Work :” Job Readiness” Program, etc. Donations support the YWCA-GCR in meeting its population's needs, addressing unmet needs, expenses, etc. The YWCA-GCR can accept the following items:

- **CLEANED, GENTLY USED** boxed or bagged women and children's clothing, footwear, purses, and jewelry (must be free of rips, holes, stains, odors, etc.) – **LIMIT OF TWO BAGS/BOXES PER DONATION**
- **NEW** small electronics and household appliances
- **NEW** children's games and toys
- **NEW** diapers, wipes, personal care items, etc.
- **NEW** linens: sheets, pillowcases, blankets, pillows, zip-style waterproof mattress pads
- **NEW** towels and washcloths
- **NEW** kitchenware: silverware, cookware, bake ware, pots and pans, dishes
- **NEW** pens, pencils, notebooks, folders, binders, and other office supplies

Although the YWCA-GCR can accept the bulleted items above, there may be times when we cannot accept such items due to lack of storage, change in accepting donated items, no longer needing an item(s), etc.

The following donated items **WILL NOT** be accepted:

- Used computers, TVs, electronics, etc.
- Furniture, mattresses, and box springs
- Used pillows, linens, and wash cloths
- Car seats, cribs, and other baby items due to model recalls
- Used undergarments and bathing suits
- Athletic or workout equipment
- Wrinkled, stained, ripped, or clothing with odors (cigarettes, musty, etc.)
- Used toys
- Stuffed animals of any kind
- Ripped, torn, dirty, or unhygienic shoes or footwear



**YWCA of the Greater
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21 First Street

Troy, NY 12180

P 518.274.7100

F 518.274.2572

ywca-gcr.org

facebook.com/ywca.gcr

YWCA IS ON A MISSION

Donation Procedures:

Drop off hours at the YWCA-GCR: **Monday - Friday, 8:00 a.m. – 4:00 p.m. We will accept donations outside of these times by appointment only.** Please contact the Director of Development and Marketing, Malissa Pilette-McClenon, at 518.274.7100 or malissap@ywca-gcr.org to schedule an appointment outside of normal drop off hours or for additional questions or clarification.

If we are unable to accept donations due to space, need, etc., the Director of Development and Marketing will print a sign that will be placed on the front desk in an acrylic sign holder stating this. Please refer donors to the sign.



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