



## 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**
- \* **Please understand that we must quarantine all donations for 24 hours before being handled by volunteers.**
- \* **All items must be *clean, complete, sellable and in working condition***
- \* **Please no summer items at this time**
- \* **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.**
- \* **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.**
- \* **NO DONATIONS CAN BE ACCEPTED without the completed form!!!**