



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 Stephanie at 414-931-6670 or sstrang@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.** To schedule an appointment, please call Brian at 414-931-6670.

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, or stuffed animals.

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. **Teen Challenge Thrift Store- 414-466-0310-** Located on 9014 W. Appleton Ave. (Appleton & 91st). Donations must be dropped off, Mon-Sat, 10 am-6 pm. They don't accept baby furniture (car seats, cribs, etc.)

2. **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

3. **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 turn over for a current list of needs)

Needs List

Revised 12/22/2009

Our needs list is put together 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 Stephanie 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)
Nescos and other kitchen equipment
DREAM BIG ITEM- Passenger Van

Health Clinic

Non-perishable food items for food pantry (tuna, peanut butter, fruit, vegetables)
Hygiene Items (Bar Soap, combs, deodorant, disposable razors, mouthwash, toothbrush/toothpaste)
Hats, Gloves, Mittens

Outreach Supplies

Candy for Adopt-a-Block
Portable basketball hoops
Wagons for Adopt-a-Block
Sports equipment (basketballs, footballs, soccer net & balls)
Paper products (plates, napkins, silverware, cups)
DREAM BIG ITEMS- Portable Stage

Furniture & Appliances

8 Foot Tables- Lightweight plastic preferred
Folding chairs
Stacking/folding, armless, cushioned chairs
Kitchen Stoves (electric only)
Washer & Dryer (electric only)
Office furniture- **Wood desk & chairs only**
Metal Shelving on wheels
Twin Mattresses (new only)
REMEMBER: All furniture & appliances must be viewed by City on a Hill staff member prior to drop off
All appliances must be electric
All appliances must be clean and in good working order

Pregnancy Center

Infant Clothing (newborn- 2T)

Maintenance/Building Supplies

Paint Brushes & Rollers
Extension Cords (Heavy Duty)
Hand Tools (Screwdrivers, Pliers, Hammers, Socket Sets)
Assorted Electrical Tools
Rakes, brooms, snow shovels
Shop Vacuum (Large Capacity)
Snow Blowers (Large & Small)
DREAM BIG ITEMS- Pick-up Truck with snow plow add on, Lawn Mowers & Tractor