



## **POLICY FOR DONATION OF CLOTHING, PERSONAL HYGIENE PRODUCTS AND FOOD**

**We are delighted that you chose the Open Door Mission as a place to share your generosity of Clothing & Personal Hygiene Products.**

**BEFORE YOU LEAVE A DONATION OF THESE ITEMS WITH US, PLEASE READ THESE STATEMENTS.**

**“Open Door Mission did not provide any goods or services in consideration for this contribution.” Open Door Mission is a 501(c) 3 non-profit organization and your donation is tax deductible.** According to IRS regulations, Open Door Mission does not set a valuation on your donation. It is your responsibility to assign a value to your item(s). For professional advice, please consult your tax advisor.

If you require a donation receipt at the time of your donation, please make your donation by appointment. Otherwise, you may leave your donation and original purchase receipts - including your contact information (*Name, Address, Zip Code, Phone, and Email Address*) - to receive a donation receipt by mail. (*Without original purchase receipts, your donation will be valued per the Goodwill Industries valuation guidelines.*)

**New and clean, gently used donations** from individuals and businesses in our community are vital to replenishing the resources Open Door Mission is able to provide for our residents. Please review the list of acceptable and unacceptable items:

### **ACCEPTABLE DONATIONS**

#### **MEN’S CLOTHING**

Shirts  
Jackets  
Coats  
Pants  
Slacks  
Suits  
Walking Shorts  
Sweat Shirts  
Sweat Pants  
Exercise Pants  
Exercise Shirts  
Exercise Jacket  
Jeans  
Sweaters  
Work Boots

#### **MEN’S ACCESSORIES**

Dress Shoes/Loafers  
Work Boots  
Sneakers  
Ball Caps  
Gloves  
Belts  
Shower Shoes  
Socks  
Shoe Laces  
Ties  
Bow Ties  
Pocket Squares  
Handkerchiefs

#### **PERSONAL ITEMS (UNUSED)**

Toothbrushes  
Toothpaste  
Bar Soap or Body Wash  
Deodorant  
Disposable Shaving Razors  
Shaving Creme  
Underwear  
Shampoo  
Combs  
Hair Brushes



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### **OTHER PERSONAL ITEMS**

Bath Towels	Metro Bus / Train Cards	Study Bibles (Large Print)
Wash Cloths	Batteries	Letter Size Copy Paper
Twin XL Sheets	Spiral Notebooks	
Regular Size Pillows	Writing Pens	

### **UNACCEPTABLE DONATIONS**

Soiled, wet, torn, stained or damaged items	Weapons	<b>Food***</b>
Women's Clothing	Mattresses	Flammable Products
Children's Clothing	Animals	Automobile Parts
Infant Products (car seats, cribs, etc.)	Used Toys/Games	Hazardous Materials
Broken, stained, soiled or damaged furniture	Jewelry	

Open Door Mission does not accept these items and others because if they cannot be used by our male residents, we will be forced to dispose of them for safety/storage reasons. The fees for disposal/storage of these items increase our operation expenses and reduce the resources available to support our residents. Accepted donated items that are not used by the Open Door Mission may be liquidated to pay operating expenses of the Mission.

**Acceptable donations list is not all inclusive.** Items not listed may be acceptable for donation under pre-approved terms at pre-arranged scheduled times. Please contact our Administrative offices at (713) 921-7520 for more details.

**FINANCIAL DONATIONS ARE ALWAYS WELCOME!**

**PLEASE VISIT OUR WEBSITE AT [WWW.OPENDOORHOUSTON.ORG](http://WWW.OPENDOORHOUSTON.ORG) FOR INSTRUCTIONS OR CALL (713) 921-7520.**

**FINANCIAL DONATIONS MUST ONLY BE ACCEPTED BY AUTHORIZED OPEN DOOR MISSION STAFF.**

***\*\*\* - Food donations are accepted under separate guidelines and must be inspected and received by the Open Door Mission Kitchen Manager at the time of the donation.***