In-Kind Donation Guidelines

By: Lauren Callaghan
Last updated: 6.26.2019
why donate?

When you donate goods to New Moms, you are directly helping a family in need. In-kind donations make a sincere and meaningful impact on our families, and every donation, large or small, makes a difference. It means so much to us and we would not be able to do our work without your support. We are so grateful for your generosity!

Your contributions are distributed in multiple ways:

I. The “Boutique”
Participants in our programs shop at our “boutique” weekly using New Moms dollars—currency they earn by participating in certain activities (such as workshops, support groups, and celebrations)—providing them an incentive to get the most out of what our programs have to offer. The “boutique” is filled with all the essentials: baby formula, clothing, toys, toiletries, household goods, cleaning supplies, and more.

II. Emergency Services
Our “emergency services” are available to anyone in the community to use two times a year. Through emergency services we distribute diapers, formula, and baby wipes on Mondays (9am-4:30pm) and Fridays (1pm-4:30pm) to families when they need it most.

III. Emergency Food Supplies
Donated, non-perishable food items go straight to our food pantry, which is open to our residents whenever they need it.

IV. Annual Christmas Event
Our annual Christmas event is possibly our most anticipated celebration of the year! Families come to partake in a day of fun, food, and gift-shopping. Moms and kids are allowed to choose gifts for each other in their own boutique rooms so that they may keep their chosen gift a surprise for the recipient. All items are donated, and the mothers and children receive them for free. This is a way to ensure that every family has a happy and special Christmas.
| how to donate |

I. DONATION LOGISTICS

- **Contact**: Lauren Callaghan, lcallaghan@newmoms.org, 773.252.3253 ext. 107
- **Dropping off**: Please drop off (or mail with attn. to Lauren Callaghan) your donations at our location, during our regular office hours:
  - **Address**: New Moms, 5317 W Chicago Ave, Chicago, IL 60651
  - **Office hours**: Monday- Friday, 9am - 5pm
    - ****You may drop off outside office hours, but special arrangements must be made in advance with our property manager. To do so, please give Lauren a **time window and date** you would be dropping off.
- **Pickups**: we prefer you drop-off your donations, due to limited availability of our staff, but on the rare occasion we can make pickup arrangements. Contact Lauren for more information.
- **Donation receipts**: Be sure to have the front desk attendant give you a receipt to fill out completely, and keep the top copy for your records. If you are unable to fill out a receipt in that moment, please **email Lauren your contact information** so she may send you a receipt.
- **Participant Privacy**: New Moms takes its responsibility to maintain the dignity & privacy of our participants seriously. Therefore, we do not introduce in-kind donors to our participants. If a donor would like to learn more about our programs or participants, we encourage donors to sign up for our eNewsletter, attend a **special event**, or register to **become a volunteer**.

II. ORDERING FROM AMAZON

- If you are unable to drop off items but would still like to donate, you can purchase specific items needed for each of our programs through our **Amazon Wish Lists**. Click the links below to purchase items to be delivered to New Moms:
  - Housing Program
  - Job Training Program
  - Family Support Program
  - New Moms Essentials (for general needs across programs)
- Write your **name, organization’s name, address, and phone number** in the “Gift Message” section once you have proceeded to the “Gift Options” page of the checkout process. This allows us to know who sent us a gift so that we may thank you & you may receive a **donation receipt for tax purposes**.
what to donate

I. ITEM CONDITION | We only accept **new, unwrapped**, and **unexpired** items

- For other organizations to donate used items, you can try:
  - Share Our Spare (our partner) - [shareourspare.org](http://shareourspare.org)
  - Cradles to Crayons - [cradlestocrayons.org](http://cradlestocrayons.org)
  - Humble Design (our partner) - [humbledesignchicago.org](http://humbledesignchicago.org)
  - Salvation Army (they do **pickups**) - [satrack.org](http://satrack.org) (note: SA no longer accepts strollers or baby carriers)

- **WE DO NOT ACCEPT ANY OF THESE ITEMS:**
  - FURNITURE
  - CLOTHING (even if new)
  - EXPIRED FOOD
  - USED ITEMS
  - CRIBS
  - CAR SEATS

II. ONGOING NEEDS | Print the lists on the following pages for more details and to take with on your shopping trip!

- **New Moms essentials** | These are our most frequent needs and are distributed through our Boutique and Emergency Services.
  - **URGENT NEEDS**
    - Baby formula: Our preferred baby formula is Enfamil, and we would rather not accept Similac as most mothers in our housing program use Enfamil.
    - Diapers: especially sizes 4, 5, and 6
    - Baby wipes
    - Baby care accessories/toiletries
    - Full-size toiletries
    - Household Products

- **Food pantry items** | Non-perishable food only
  - **URGENT NEEDS**
    - Boxed foods/meals
    - Snacks
    - Cereal
    - Ready-to-eat rice
    - Canned pastas
    - Canned chili

III. SPECIAL REQUESTS

- **Hand-knit blankets/prayer shawls**
- **Services in your expertise**
  - Graphic design
  - Carpentry
  - Interior decorating
  - Interior/ exterior painting
  - Photography
  - Professional organizing
FOOD DRIVE ITEMS
All items on this list are given directly to our families in need. Please only give new, unwrapped, unopened, and unexpired items. Thank you!

Canned items
- Canned fruit
- Canned Pastas (Spaghetti-O’s, Ravioli, etc.)
- Canned Vegetables (especially tomatoes)
- Soups: chicken noodle and tomato (no vegetable)
- Canned chili
- Enfamil baby formula - Infant (yellow can), Gentlease (purple can), A.R. (salmon can)
- Spaghetti Sauce

Snacks/Beverages
- Chewy bars / granola bars
- Applesauce
- Baby Juice / Pedialyte, Juice Drinks
- Nursery water (for mixing baby formula)
- Cheez-Its
- Cookies
- Cheese & cracker dipping packs
- Pretzels

Boxed foods
- Box meals (Hamburger Helper, etc.)
- Baking Mixes
- Cereal
- Mac and cheese
- Potatoes (+ actual vegetables)
- Oatmeal
- Pancake mix
- Ready-to-eat rice

Condiments
- Mayonnaise
- Ketchup
- Jelly or Jam (Strawberry & Grape)

Low priority
- Peanut butter
- Canned beans / baked beans
- Canned Proteins (tuna and chicken)
- Spaghetti

For questions, call or email Lauren: lcallaghan@newmoms.org or 773.252.3253 ext 107.
www.newmoms.org  •  773.252.3253  •  5317 W Chicago Ave, Chicago IL 60651
ESSENTIALS SHOPPING LIST

All items on this list are given directly to our families in need. Please only give new, unwrapped, unopened and unexpired items. Thank you!

<table>
<thead>
<tr>
<th>Urgent Needs</th>
<th>Items for Mom</th>
<th>Kitchen Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Enfamil powder baby formula (yellow can),</td>
<td>□ Sanitary napkins and tampons (with applicators)</td>
<td>□ Microwaves</td>
</tr>
<tr>
<td>Gentlease (purple can).</td>
<td>□ Belts, jewelry, purses, watches</td>
<td>□ Plates, bowls, cups, silverware</td>
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<tr>
<td>□ Diapers- especially sizes 4, 5, and 6</td>
<td>□ Earbuds/headphones</td>
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<tr>
<td>□ Baby wipes</td>
<td>□ Flat irons</td>
<td></td>
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<tr>
<td><strong>Baby care accessories/toiletries</strong></td>
<td>□ Gift cards: Sally’s Beauty Supply, Bath &amp; Body</td>
<td></td>
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<tr>
<td>□ Baby bottles, sippy cups</td>
<td>Works, Forever 21, Target, Walmart, Dollar Store</td>
<td></td>
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<tr>
<td>□ Pacifiers, teething rings</td>
<td>□ Shaving cream, stretch mark cream</td>
<td></td>
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<tr>
<td>□ Cradles, baby carriers</td>
<td>□ Makeup + hair care products for African-American</td>
<td></td>
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<tr>
<td>□ Baby care toiletries (child toothbrushes,</td>
<td>skin &amp; hair</td>
<td></td>
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<tr>
<td>toothpaste, soaps)</td>
<td>□ House organizing items (boxes, hanging organizers,</td>
<td></td>
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<tr>
<td>□ Learning toys (LeapFrog, etc)</td>
<td>etc.)</td>
<td></td>
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<tr>
<td><strong>Full size toiletries</strong></td>
<td>□ Hair care products: Motions, Luster’s Pink,</td>
<td></td>
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<tr>
<td>□ Hair care products: Motions, Luster’s Pink,</td>
<td>ORS, or Dark and Lovely</td>
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<tr>
<td>ORS, or Dark and Lovely</td>
<td>□ Nail polish, lip gloss, etc.</td>
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<tr>
<td>□ Toothpaste, toothbrushes</td>
<td>□ Toothpaste, toothbrushes</td>
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<tr>
<td>□ Deodorant, perfume, body spray/mist</td>
<td>□ Deodorant, perfume, body spray/mist</td>
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<tr>
<td>□ Body lotion</td>
<td>□ Deodorant, perfume, body spray/mist</td>
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<tr>
<td>□ Female hygiene soaps (shampoo, body wash,</td>
<td>□ Deodorant, perfume, body spray/mist</td>
<td></td>
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<tr>
<td>etc.)</td>
<td>□ Deodorant, perfume, body spray/mist</td>
<td></td>
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<tr>
<td><strong>Household Products</strong></td>
<td>□ Sensitive skin laundry detergent (e.g. Dreft)</td>
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<tr>
<td>□ Paper towels/Drying towels</td>
<td>□ Cleaning products (window cleaner, Fabuloso,</td>
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<tr>
<td>□ Toilet paper</td>
<td>dishwashing liquid, sponges, etc.)</td>
<td></td>
</tr>
<tr>
<td>□ Sensitive skin laundry detergent (e.g. Dreft)</td>
<td>□ Hand towels/Wash cloths</td>
<td></td>
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</tbody>
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