

NEW MOMS

In-Kind Donation Guidelines

By: Lauren Callaghan
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| 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
 - Cradles to Crayons - cradlestocrayons.org
 - Humble Design (our partner) - humbledesignchicago.org
 - Salvation Army (they do **pickups!**) - satruck.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 the families in our programming. Please only give **new, unopened, and unexpired** items. Thank you!

Canned Items (w/ pull tabs):

- Canned fruit & vegetables
- Canned pastas (Spaghetti-O's, Ravioli)
- Canned beans/baked beans
- Soups (chicken noodle, tomato)
- Canned chili
- Canned proteins (tuna & chicken)
- Broth
- Emfamil baby formula
 - **Infant - yellow can**
 - **Gentlease - purple can**
 - **A.R. - salmon can**

Condiments:

- Mayonnaise
- Ketchup
- Jelly or Jam (strawberry & grape)
- Peanut butter
- Spaghetti sauce/alfredo sauce
- Honey
- Seasonings
- Pickels

Other:

- Grocery store or credit gift cards
- Ziplock bags

Boxed Foods:

- Box meals (Hamburger Helper, etc.)
- Baking mixes
- Dry cereal
- Mac N' Cheese
- Potatoes
- Oatmeal
- Pancake mix
- Ready-to-eat rice (Instant Rice)
- Spaghetti

Snacks / Beverages:

- Chewy bars/granola bars
- Applesauce cups/ pudding cups
- Baby juice/Pedialyte, Juice drinks
- Nursery water (for mixing baby formula)
- Cheez-Its/crackers
- Cookies
- Cheese & cracker dipping packs
- Pretzels
- Trail mix
- Fruit snacks
- Soy/almond milk
- Instant/Cold Brew coffee

Please drop-off donations between 9am-5pm, Monday-Friday at our Chicago location: 5317 W. Chicago Ave., Chicago, IL 60651

Thank you for your generosity! For questions, contact our volunteer coordinator at volunteer@newmoms.org or 773.252.3253 x 135.

FAMILY CARE LIST



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

Urgent Needs:

- Enfamil baby formula
 - **Infant - yellow can**
 - **Gentlease - purple can**
 - **A.R. - salmon can**
- Diapers - especially sizes 4, 5, 6, & pullups
- Baby Wipes
- **Gender Neutral Children's Clothing (ages 6 and under)**
 - Underwear
 - Socks
 - Themed/Holiday outfits
 - Bibs
- **Children's Body Care Products**
 - Sensitive skin body wash/lotion
 - Brushes/combs
- **Gender Neutral Kids Supplies & Toys (ages 6 and under)**
 - Baby Bottles/Sippy Cups
 - Educational Books
 - Crayons/Markers and Coloring Books
 - Big Piece Puzzles
 - Educational Toys
 - Legos
 - Science Experiment Kits
- **Gift Cards (in increments of \$5, \$10, \$25, \$50 or \$100)**
 - Ex. Amazon, Visa, Mastercard, Walmart, Target, Dollar Tree and Family Dollar.
- **Mom's Body Care Products**
 - False Eyelashes
 - Lip gloss
 - Cocoa Butter Lotion
 - Slightly higher end lotion/body wash
 - Body Spray
- **Household Supplies**
 - Toilet Paper
 - Plastic Storage Bins/Shelving
 - Twin Sheet Sets
 - Pillows/Throw Blankets
- **Cleaning Supplies**
 - Dish Soap/Sponges
 - Paper Towels
 - Mops/Brooms
 - Disinfectant Spray
 - Dreft Detergent
- **Kitchen Supplies**
 - Blender
 - Cookie Sheet/Cake Pans
 - Pots/Pans
 - Water Filter Pitcher
 - Can Opener/other kitchen utensils

Please email volunteer@newmoms.org to coordinate drop-offs or mail items directly to New Moms at our Chicago location: 5317 W. Chicago Ave., Chicago, IL 60651.

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