



# THE WESLEY COMMUNITY

## WESLEY FOUNDATION GIFT IN KIND POLICY AND PROCEDURE

### Policy:

All *Gift in Kind* donations must follow the requirements listed below. *Gift in Kind* donations for events and silent auctions may be excluded from the following policies, if determined by **The Wesley Foundation**.

- All items must be in good working order, gently used or new.
- We will accept donated items located on campus from the residence of Wesley Community residents or family members as agreed upon by the Residence Staff. Old, damaged, and unusable items are not accepted and if left on campus will be subject to our \$75 disposal fee.
- Equipment Donations: Equipment donations will be accepted on a case-by-case basis. The equipment ***Must Be Delivered*** to the Wesley Community Campus by the donor. Wesley staff do not pick up or transport items. Walkers are not accepted until further notice, Wesley currently has a sufficient amount on-site. The donor must send information and images regarding the equipment to be forwarded to the Purchaser, for approval. Equipment must be constructed within the past 3 years and in good working order.
- Exercise Equipment: Before accepting exercise equipment, the Wesley Foundation office must contact the Chief Financial Officer, for insurance verification. The donor must send information and images of the equipment to be forwarded to the Purchaser, for approval. Equipment must be constructed within the past 3 years and in good working order. Due to insurance purposes, exercise equipment donations can only be accepted for Woodlawn Commons and Wesley Therapy offices. Equipment ***Must Be Delivered*** to The Wesley Community by the donor.
- Computers and Technology: Computers and technology items must be professional grade, produced within the past 3 years, and in good working order.

- Fabric Items: Fabric items must be new. The items must be in good condition, with no tears, wears, or stains. All fabric item donations must be from a smoke-free household.
- Recliners: We will only be accepting recliners made of leather or vinyl material and in good condition (free from rips, tears, or crumbling material). After acceptance, all vinyl and leather recliners must have a WorxHub ticket entered to ensure they go through cleaning, sanitation, and fireproofing.
- Prepackaged snacks: Labels must be on each item. The Wesley Community cannot accept unpackaged food items.
- Personal Protective Equipment: Must be new and unopened. Prior approval from Purchaser is needed to ensure that PPE is compliant with our existing policies.

#### Items Always Accepted

- New Craft supplies
- DVDs and Books

#### Procedure:

- Donors must call the foundation office at (518) 691-1420 or email the office at [foundation@thewesleycommunity.org](mailto:foundation@thewesleycommunity.org).
- The foundation office will determine if the item(s) can be accepted and where it will be donated.
- Items can not be dropped off without a prior conversation with the foundation office directly.
- A gift in kind form must be completed with the donated items. It is the donor's responsibility to determine the value of their items.

If you are interested in donating a Silent Auction item or package for one of the Foundation events, please contact our office.