

Clothing Donations Procedure

- Donations should be sent in boxes. Bags rip open and the clothes get lost, dirty or torn before we can sort them. This is especially true for donations sent through the PONY. Those donations must wait at the warehouse until several pallets are ready for delivery to us. Boxes should be marked **15th District PTA CAP at Central Stadium** with your PTA's Name as the "return address". This helps us make sure that you are recognized for your contributions. **Boxes without return names will not be picked up by the PONY.**
- To arrange for a PONY pick up you will need to call Roger Mercer at 485-3362. Please give them 2-3 weeks notice before you want a pickup. This helps them to set their schedule. If you do not give them enough notice the clothes may need to be stored at your school for those 2-3 weeks.
- We also ask you to fill out the form below and send in an envelope to **15th District PTA CAP at Central Stadium** separately from the donation so that we can be sure to record your donation.
- If a tax receipt is requested, please get the donor's name and address and include with the form below and a letter will be sent to them.
- Clothes do not have to be sorted but if you wanted to make this a project for student service hours that would be great. Label the boxes as sorted with the contents if you decide to do this.
- Please be sure that the clothes are clean, unstained and without holes or tears. We also can not use clothing items with tobacco or alcohol advertising. This will help us sort and get the clothes to the racks quicker.
- If you want to drop off your donations please make sure that CAP will be open and let us know if you will need a cart or carts to bring the items in. We will be happy to meet you in the parking lot.
- CAP is no longer able to take Lost and Found items from the schools that have not been washed. Please assist your Family Resource or Youth Services Coordinator or maintenance staff with this.

PTA Name _____

Date of PONY Pick up _____

Contact name for donations _____

Phone number or e-mail _____