

Accepting Donations Sign Guidelines:

- Print multiple copies of the Accepting Donations sign on regular printer paper.
- Tape a minimum of 2 signs in clearly visible spots on the donation door. When taping the sign, do not tape directly on a window cling so we can avoid damaging them when the signs are removed.
- Set aside 2 donation bins and tape 1 Accepting Donations sign to each bin.
- Keep extra copies of printed signs at the Donation Attendant workstation. This makes it easy to replace occasionally since signs will be exposed to the elements.

We are still accepting donations at this time.

Please pull forward and our attendant can retrieve your items or you can place them in a bin.

Thank you.

GOODWILL 

When a donor pulls up, follow this procedure:

1. Place a maximum of two donation bins outside the donation door and make sure 1 Accepting Donations sign is posted on each bin. Keep the bins near the building and positioned in a way they can't easily roll into a vehicle that has pulled up to donate. See pictures.
2. When a donor pulls up, make sure to stay 5 feet away from their window. You can then explain the two options for unloading their items.
 - The donor can choose to unload their own items into one of the bins.
 - The donor can remain in their vehicle while we unload their items into one of the bins.

Reminders:

- Any team member unloading donations must wear gloves at all times
- Always thank the donor and offer a tax-deductible receipt
- Record the donation on the new hourly donation log in the appropriate time slot

