



Donation Policy
COVID-19 UPDATE
October 28, 2020

Donation Requirements

In general, we very much appreciate donations and could not do the work that we do without them. That said, we have a very small staff and do not have the resources to handle and properly dispose of items that we cannot easily give away. **This has been made worse by the COVID-19 pandemic.**

We require that donors call in and **make an appointment** to drop off donations and that at least **5 BUSINESS DAYS** advance notice is given. If at all possible, donors are encouraged to count and value the items before they bring them. The times to drop off with an appointment are:

- **Food Pantry:** 1:30 to 3:30 Monday through Friday. We can also accept them from 9 am to 11 am on Wednesday. Call 845-454-3792 or email Teresa@dutchessoutreach.org to make an appointment.
- **Lunch Box:** 1 pm to 4 pm Monday through Friday. Call 845-454-3792 and ask to be transferred to the Lunch Box or email amy@dutchessoutreach.org to make an appointment.

What we accept:

Please take some time to look through what you are donating to make sure it is something you yourself would want to eat or use in your home.

Some general helpful tips when donating items to a non-profit:

Do not give anything you would not want to eat.

Consider our mission of providing good, wholesome food to people in our community.

Remember that not-for-profits have limited resources.

Ask what's needed.

Still not sure? One good rule of thumb is: "When in doubt, throw it out!"

See below for specific guidelines:

Non-perishable Food Items

All items must be in their original, undamaged packaging. Dented cans, unlabeled items, or broken boxes should NOT be donated. The expiration date of food items must be at least six months from the current date.

Although we are happy to receive a diverse range of items, our mission is to bring good, healthy food to the clients we serve. We ask that donors consider limiting the number of processed items or those made with refined sugar.

Currently, the Lunch Box has asked that the following items NOT be donated:

Liquid eggs

Pork products

Canned meat

Produce and Fresh/Frozen Food Items

Items must have been kept under constant refrigeration or frozen, otherwise, they cannot be accepted. Produce and fresh items must have an expiration date of at least ten days from time of donation unless they have been kept frozen (and have not been thawed and refrozen). If the items donated are home grown, the pick date must be provided.

Rescued Food

We understand that often rescued food is past its prime and will find ways to use what we can. Food that is moldy or rotting, however, is of no use to us. A lot of time and space goes into sorting through and throwing away such donations. Additionally, we appreciate prepared foods, however, keep in mind that we are feeding 100+ folks at each meal. That being said, we would appreciate you calling ahead for small quantities of leftovers to see if we can make use of it.

Babycare Items

We accept diapers of all sizes and baby wipes. We also accept formula, especially Enfamil, as it is a frequently requested brand. Infant products and nutritional supplements must not be expired.

Household Items

We are NOT accepting household items at this time.

Adult clothing

We are NOT accepting adult clothing at this time, including coats. See below for information about adult coats.

Children's clothing

We take all children's clothing but prefer if donations are seasonal, whenever possible. Please try to make sure they are in good condition, without holes or stains. If you are unsure as to what we are taking at the current time, please call or email Tara Whalen at tara@dutchessoutreach.org

Shoes

We are ONLY accepting children's shoes at this time. Please try to make sure they are in good condition, without holes, rips or are excessively soiled. Please also make sure that shoes only come in pairs. Single shoes will not be accepted.

Coats

We are NOT accepting ADULT coats in our office at this time.*

*Every year, Dutchess Outreach holds a Coat Drive during the whole month of October. There are usually drop-off sites at area businesses and are easily accessible. Please check back in late September or October to find out exactly where donations of coats can be made.

Toys

We are NOT accepting toys at this time.

Personal Care Items

We are always in need of personal hygiene items, especially toothbrushes, toothpaste, razors, soap, laundry detergent, shampoo and deodorant.

Books

We are NOT accepting books at this time.

School Supplies

We are NOT accepting school supplies at this time.

FAQs

What types of donations does Dutchess Outreach accept?

We gratefully accept food, children's clothing and personal care items. We ask that you call ahead and make arrangements to bring in your items. We also strongly encourage all food and personal care items to be counted and valued before arriving.

What restrictions are there on food donations?

We can only give out food that meets the local, state and federal standards for food safety. Please visit **foodsafety.gov** for more information about this.

What should I do when I am ready to donate?

Please call our office at 845-454-3792 to discuss a time to deliver your donation.

For the Food Pantry:

Plan to donate with at least **FIVE BUSINESS DAYS** advance notice, during our preferred donation times:

1:30 pm to 3:30 pm Monday, Tuesday, Thursday, Friday
9 am to 11 am or 1:30 to 3:30 pm Wednesday

For the Lunch Box:

Plan to donate with at least **FIVE BUSINESS DAYS** advance notice, during our preferred donation times:

1 pm to 4 pm Monday through Friday

What should I do if I want to give but can't make your designated donation window?

Please feel free to call us to schedule a time to make your donation. We will make every effort to accommodate your request.

Can you provide me with a receipt of my donations?

Yes, upon request, a receipt for your donation can be obtained for tax purposes.

What are your most needed items?

Our clients' needs change from season to season. Feel free to give us a call to find out our current needs. You can also email tara@dutchessoutreach.org to find out more of what we need.

What time of year is the best to donate?

Many people donate during the holiday season however there are people in need all year long. Please call us to find out our current needs.

What happens to my donation?

All food items are either used to stock the Food Pantry or are used to prepare meals in the Lunch Box.

Children's Clothing is made available to our clients through order forms to our Food Pantry.

Personal care items are used to stock our pantry and given out by request of our clients. Baby Items are also given out by client request.

Do you accept furniture?

We do NOT accept furniture. You can call Love, Inc at 845-471-0102 if you have furniture to donate.

Can Dutchess Outreach pick up my donation?

We have limited ability to pick-up items but can, on occasion. Please feel free to call us to figure out how best to donate in this unique situation.

Can I host a food drive to benefit Dutchess Outreach, Inc?

Yes! As long as all foods donated adhere to the above guidelines.

Please call Tara Whalen at 845-454-3792 or email her at tara@dutchessoutreach.org to arrange for a time to drop off your food drive donation.

Can I donate anything other than food?

We accept NEW, UNOPENED toiletries such as shampoo, conditioner, soap, body wash, body lotion, toothpaste and toothbrushes to distribute to clients in need.

Are there any items you DO NOT accept for donation?

Yes. We cannot accept the following items:

- Dented or opened cans, bags or boxes of food, any partially eaten items or leftovers.
- Any food with missing labels or items that appear damaged or spoiled (moldy rotten or past expiration date).
- Furniture
- Electronics
- Household items
- Adult clothing, coats or shoes
- Toys
- Books
- Stained, broken or rusted items or anything needing repairs to function.
- Any items that will pose a health or safety hazard to staff, volunteers or guests.