

Ridge United Methodist Church
Acceptance and Storage of Donated Items Policy

The intent of this policy is to establish specific guidelines to be followed when accepting items intended as a donation to RUMC, when the donations are non-monetary and are expected to be used for the benefit of Ridge and its activities.

It has become necessary to formalize this policy due to the large volume of items offered to Ridge, and the need to determine those items that may be of use, versus those items that would likely only languish sitting in a storage area, taking up valuable already limited storage space.

Therefore, effective immediately, all non-monetary donations must be submitted in writing, on form number 01-01, attached, to the Operations Team, for approval or rejection regarding acceptance of the donated items. Items which are just brought to the church, and left, without prior approval, are subject to immediate disposal, or if of value, repurposing to another organization. This action to be done at the discretion of the Operations Team.

Rules regarding the types, handling, and disposal of donated items:

- 1) No cardboard will be accepted, unless specifically requested for a church activity. This cardboard may be disposed of immediately following completion of the activity. Stored cardboard is a major fire hazard, and cannot be stored as such.
- 2) Any Ridge staff member, at the direction of the Operations Team, may take the steps necessary to ensure the policy is adhered to.
- 3) Items which have been accepted as donations will be subject to disposal after six (6) months from the date of acceptance, or may be redirected to other organizations which may have use for them.

Non-Monetary Donation to RUMC

Listed below is/are items I wish to donate to Ridge United Methodist Church. I understand if my donations are accepted by Ridge, that the items may be in the future, disposed of after 6 months from the date of acceptance. Disposition may be in the form of repurposing to another organization outside of Ridge, or actual disposal through the normal trash pickup service, or by sale to a recycling center, if there is value to the items.

___ I request an 'in-kind' donation tax form for the listed items: # _____

1) _____ Intended Use _____

By Whom _____

2) _____ Intended Use _____

By Whom _____

3) _____ Intended Use _____

By Whom _____

4) _____ Intended Use _____

By Whom _____

Signed (Donor) _____ Date _____

Action by Operations Team: Donation: _____ Accepted _____ Rejected

Signed for the Operations Team: _____ Date _____