



GIFT-IN KIND POLICIES AND PROCEDURES



Episcopal
Community Services
San Francisco



In-kind (non-monetary) donations help Episcopal Community Services (ECS) provide our participants with necessities, transform our spaces, and help us organize exceptional fundraising events. **All inquiries should be directed to the Development Department at info@ecs-sf.org or 415-487-3300 x1244.**

ECS is always grateful for donations of various hygiene supplies for our guests in interim and supportive housing. Items we are the most in need of include:

- Laundry detergent
- Face masks and shields
- Disinfecting wipes (e.g., Clorox)
- Anti-bacterial hand wash
- Latex gloves in all sizes
- Feminine hygiene products (tampons, pads)
- Personal/travel size shampoo, conditioner, & soap
- Toothbrushes and toothpaste
- New-in-package athletic socks
- Gently used and cleaned coats

All items must be new-in-package, unused, and unopened. Unfortunately, ECS cannot arrange for pick-up of items.

Used or new household furniture, household kitchenware, household linens and bedding, clothing, computers, electronics

ECS no longer accepts donations of household goods, furniture, linens, bedding, clothing, or electronics from individuals. Donors who wish to give these items can do so at Community Thrift (623 Valencia Street). Community Thrift accepts items on behalf of ECS. Simply designate items for ECS (ID number 0076), and we will receive a percentage of the proceeds. Donors will receive a tax receipt from Community Thrift, and ECS will be informed of their generosity and support. Please see <http://www.communitythriftsf.org/donate/> for a list of items that Community Thrift accepts.

Books, Magazines, Coloring and Activity Books, and DVDs

These items are graciously accepted.

Office furniture, office supplies, and institutional furniture

ECS may be able to use these gifts, and they will be considered on a case-by-case basis.

Leftovers

ECS does not accept donations of perishable food (e.g., leftovers from corporate or social events). Donors may contact Food Runners at <http://www.foodrunners.org/donate-food/> or 415.929.1866 instead.

Bulk quantities of food (e.g., “50 lbs. of meat”, “12 cases of pudding”)

From time to time, ECS may be able to accept donations of bulk quantities of food, either perishable or non-perishable.

Food drives, miscellaneous canned or shelf-stable goods.

ECS does not accept food donations from food drives or kitchen clean-outs. Donors should contact our partner, the San Francisco-Marin Food Bank at <http://www.sfmfoodbank.org/food-fund-drives>.

Specialized institutional kitchen and restaurant items

We may be able to consider donations of specialized institutional kitchenware (e.g., institutional mixers, professional knife sets, sous vide equipment, sets of restaurant-grade tableware, catering-grade chafing dishes) on a case-by-case basis. We are unable to pick up donations.

Gifts to support of CHEFS Gala, the Holiday Gift Drive, and other special events

The Development Department coordinates gifts-in-kind to support ECS’s fund-raising efforts including: auction prizes, gift certificates, restaurant donations, donations of professional services, and gifts for our annual Holiday Gift Drive.

