

## Reuse Center Donation Policies & Procedures

In an effort to sustain our one-of-a-kind reuse center and continue to serve children, schools, and community members while diverting educational materials from landfills, we have enacted the following policies effective June 18, 2020.

**All donors must wear a face covering when they come to SCARCE for drop-off.**

- (1) **SCARCE does NOT accept any batteries, household chemicals, electronics, cooking oil, or bulbs.** For a complete list of what we do accept, please visit [www.scarce.org](http://www.scarce.org).
- (2) **All donations must be packed in boxes with a lid or flaps that close flat for stacking.** This ensures safe and efficient storage and prevents damage to your items while they wait to be sorted by staff and volunteers.
- (3) **Appointments are required for donations of 5+ boxes.** Call 630-545-9710 to schedule.
- (4) **Donations are accepted Tuesday-Friday 9am-2pm.** Any items left outside those hours will be disposed of by property management.
- (5) **Donors are asked to unload themselves.** If you are unable to unload, boxes must be easily accessible in the trunk of your vehicle.
- (6) **Do not overpack.** Boxes should not weigh more than 40lbs. Items should not stick out beyond the top.
- (7) **Turn off your vehicle.** We breathe here - help us protect clean air and healthy lungs.

***We reserve the right to decline a donation based on condition, item and our current inventory levels. Dumpsters are not available on-site. This information is subject to change.***

**Thank you for your cooperation.**



## Donation Drop-off Location

Drop-offs are accepted on the back/west side of SCARCE's facility under the overhang. Please approach from the south to pull your vehicle under the overhang and unload. Ring the doorbell if staff is not outside when you arrive. Only one person may unload at a time. If there is a line, we ask that you please be patient. For directions to SCARCE visit <https://www.scarce.org/contact>.



The front of our building which faces Rohlwing Rd/Route 53. Note the distinctive green pyramid shaped roof.



The covered unloading area for donation drop-off. This is on the back/west side of our building which faces the access road.

Please pull in from the south (direction shown).