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# DONATION CHECKLIST

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Ask \* Make & Keep Notes \* Give Grace

ORGANIZATION NAME:

1. **Questions to ask ahead of time**

- **Who** do I contact
- **What** are their requirements/needs
- **When** do they accept donations
- **Where** do they accept donations (delivered or picked up)
- **How** do they accept donations (washed or not washed)

2. **Do they have a tax receipt procedure for donations**

- Yes
- No
- Do I need to provide any further information (cost of materials)

3. **Do they have allergy guidelines**

- **Type of yarn accepted**
- Acrylic
- Alpaca
- Bamboo
- Cotton
- Wool

4. **Special notes**

- Brim for baby hats rolled brim
- Earflaps
- Pompoms
- Tassels