# Donation Drop-Off Appointment Instructions

## Before Your Drop Off

- Review our Gift-In-Kind Acceptance Policy to ensure your donation follows our guidelines
- Contact our Development Associate, Haley Weske, at haley@karshcenter.org **to schedule a donation drop-off appointment.** Appointments can typically be made Monday - Wednesday and Friday from 9am - 5pm. **You must make an appointment to drop off a donation.**
- Fill out our Gift-In-Kind Donation Form and include it with your donated items so that we may properly track and acknowledge your donation.

***Please note that we cannot provide substantiation of a charitable contribution without your information included on the Gift-in-Kind Donation Form.**

## During Your Drop Off

- Follow the Parking and Directions instructions on the Karsh Center website.
- Everyone coming to the Karsh Center must go through security and present a photo ID. Inform security you are here to drop off an in-kind donation to the Karsh Center and of your appointment time. **If you do not have a scheduled appointment, you may not be allowed onto campus.**
- Please provide your donation to our front desk staff along with your completed Gift-In-Kind Donation Form. If a staff member is not available, you may place your donation on the tables near the bike rack in the parking garage, ensuring the donation form is attached.

***Please note that we cannot accept in-kind donations without a donation drop-off appointment. Please DO NOT leave donations when the Karsh Center is closed.**