



### Donation Guidelines

In general, if it goes in, on or around your desk or is found in an office or a school we will take it.

We accept new and used materials (unless otherwise noted). All items must be in good, usable or reusable condition regardless of whether they are new or used. Please bring items in boxes or containers that you do not need to take back with you.

We cannot accept items or materials that are broken, unusable, potentially hazardous or that require special disposal (such as fluorescent bulbs, chemicals etc.).

If you have a question about a specific donation that is not included in these guidelines, please call us at **207-699-5565** or send an email to [office@ruths.org](mailto:office@ruths.org). Photos can be helpful for furniture and other large donations.

For computer and technology donations, please email Chris at [technology@ruths.org](mailto:technology@ruths.org).

**Donations can be dropped off on select Fridays from 9:30-2:30 at our warehouse located at 39 Blueberry Road, Portland. Please check our website ([www.ruths.org](http://www.ruths.org)) or contact us for the next donation date.**

We can pick up large donations from businesses for a fee. Please call us at **207-699-5565** or send an email to [office@ruths.org](mailto:office@ruths.org) for more information.

Art, Craft & Sewing Supplies	
Yes, Please	
<ul style="list-style-type: none"> <li>• Paint for fine arts and crafts (i.e. poster, water color, oil, acrylic, etc.)</li> <li>• Paint brushes and related tools</li> <li>• Coloring tools (crayons, markers, colored pencils, ink, etc.)</li> <li>• Yarn, thread, string</li> <li>• Fabric, textiles (minimum 1 yard with no pieces cut out from the middle)</li> <li>• Leather and vinyl scraps (4"x6" or larger with no holes)</li> <li>• Sewing notions (buttons, zippers, etc.)</li> <li>• Ribbon, trim, rickrack</li> <li>• Craft supplies of all types</li> <li>• Popsicle sticks</li> <li>• Chenille stems (pipe cleaners)</li> <li>• Smooth wood and wood trimmings</li> <li>• Velcro</li> </ul>	<ul style="list-style-type: none"> <li>• Wire</li> <li>• Clothespins</li> <li>• Spools (empty or with thread)</li> <li>• Glitter and sequins</li> <li>• Construction paper</li> <li>• Scrapbook and craft paper</li> <li>• Art paper (water color, sketch books, etc.)</li> <li>• Sandpaper (new)</li> <li>• Beads of all types</li> <li>• Jewelry making supplies and tools</li> </ul>
	No, Thank You
	<ul style="list-style-type: none"> <li>• Spray paint (aerosols)</li> <li>• Paint that is dried out, spoiled, or otherwise unusable.</li> <li>• House paint (interior or exterior)</li> <li>• Leather and vinyl scraps smaller than 4"x6" or with holes punched in them</li> </ul>

School Supplies	
Yes, Please	
<ul style="list-style-type: none"> <li>• 3-ring Binders (a/k/a notebooks; new or used)</li> <li>• Spiral bound notebooks</li> <li>• Composition books</li> <li>• Lined filler paper</li> <li>• Pens</li> <li>• Pencils</li> <li>• Colored pencils</li> <li>• Crayons</li> <li>• Highlighters (all colors)</li> </ul>	<ul style="list-style-type: none"> <li>• Markers (washable, permanent, wet or dry erase, etc.)</li> <li>• Glue of all types (sticks, school, craft, Super)</li> <li>• Rulers and yard sticks</li> <li>• Erasers of all kinds (pencil cap erasers are always in high demand)</li> <li>• Pocket folders</li> </ul>
	No, Thank You
	<ul style="list-style-type: none"> <li>• Used or open toner and ink cartridges (New, unopened ink/toner is accepted)</li> </ul>

Office Supplies and Equipment	
Yes, Please	No, Thank You
<ul style="list-style-type: none"> <li>• Desk top accessories, such as monitor stands and pencil cups</li> <li>• Organizing items, such as letter trays and drawer dividers</li> <li>• Staplers &amp; staples</li> <li>• Paper clips &amp; binder clips</li> <li>• Tape dispensers &amp; Tape ("Scotch", masking, packing, duct, etc.)</li> <li>• Hole punches</li> <li>• Bulletin, dry erase, cork and chalk boards</li> <li>• Easels</li> <li>• Filing cabinets (all sizes, metal only)</li> <li>• Typewriters</li> <li>• Electronic adding machines</li> <li>• Promotional items (stress balls, pens, reusable bags, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Plastic items that are broken or cracked</li> <li>• Cubicle walls and connectors</li> <li>• Plastic phone stands</li> <li>• Plastic hanging organizers for cubicle walls</li> <li>• Office Phones, answering machines</li> <li>• Personal computers, laptops and printers (except from businesses)</li> <li>• Copy machines</li> <li>• File folders <u>unless new</u> (hanging and tabbed)</li> </ul>

Paper & Envelopes	
Yes, Please	No, Thank You
<ul style="list-style-type: none"> <li>• Copy, printer and filler paper (white and colored)</li> <li>• Paper pads (legal, spiral bound, note pads, etc.)</li> <li>• Sticky "Post It" notes in all shapes, sizes and designs (including with logos)</li> <li>• Cardstock</li> <li>• Chart or easel pads</li> <li>• Envelopes (all sizes &amp; types, new and unused only)</li> </ul>	<ul style="list-style-type: none"> <li>• Letterhead or envelopes with company names or logos (**Notebooks and sticky notes with logos are OK)</li> <li>• Pin fed paper (i.e. paper with holes along the sides to feed it through the printer)</li> <li>• Window envelopes</li> <li>• Loose white copy paper (Loose colored copy paper is accepted.)</li> </ul>

### Books

Books must be in good condition with intact covers, no missing pages and no significant damage (such as mildew or water damage). Books must be dropped off in boxes that are small enough for a single person to lift. A paper box is the perfect size.

Yes, Please	No, Thank You
<ul style="list-style-type: none"> <li>• Picture books</li> <li>• Novels, literature, and chapter books for all reading levels</li> <li>• World Language books</li> <li>• Textbooks (copyright date 2015 or newer)</li> <li>• Professional and reference books (copyright date 2015 or newer)</li> <li>• Encyclopedias &amp; Dictionaries</li> </ul>	<ul style="list-style-type: none"> <li>• Any books that are in poor condition (missing or torn pages, water stained, mildewed, etc.)</li> <li>• Textbooks with copyright dates of 2014 or earlier</li> <li>• Professional or reference books with copyright dates of 2014 or earlier</li> </ul>

### Classroom Items & Teachers Aids

Yes, Please	No, Thank You
<ul style="list-style-type: none"> <li>• Games (even if missing pieces)</li> <li>• Puzzles (even if missing pieces)</li> <li>• Toys (small)</li> <li>• Legos, blocks, and other construction toys</li> <li>• Balls, jump ropes, Frisbees and other active play items</li> <li>• Sidewalk chalk</li> <li>• Marbles</li> <li>• Math Manipulatives</li> <li>• Educational posters</li> <li>• New, clean stuffed animals or plush toys</li> </ul>	<ul style="list-style-type: none"> <li>• Broken or unsafe toys of any kind</li> <li>• Infant toys and equipment (strollers, car seats, cribs, etc.)</li> <li>• Large stuffed animals</li> <li>• Large toys, such as bicycles</li> <li>• Photocopied or Mimeographed papers</li> <li>• Workbooks with pages used or removed</li> <li>• Used Stuffed Animals or Plush toys</li> </ul>

### Furniture

All furniture must be in good, reusable condition.  
We cannot accept any furniture that is in poor, unusable, or unsafe condition.

Yes, Please	No, Thank You
<ul style="list-style-type: none"> <li>• Chairs (desk chairs on wheels, waiting room or side chairs, stacking and folding chairs)</li> <li>• Desks (*please contact us first)</li> <li>• Bookshelves and bookcases</li> <li>• Tables (conference style, folding, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Upholstered household furniture, such as sofas</li> <li>• Any furniture made of particle board</li> <li>• Desks that are very large</li> <li>• Dining tables</li> </ul>

### Household Items

Yes, Please	No, Thank You
<ul style="list-style-type: none"> <li>• Containers for storage with and without lids (baskets, boxes, etc.)</li> <li>• Plastic "Ziploc" bags all sizes (new, unused)</li> <li>• Small hand tools (screw drivers, tape measures, hammers, etc.)</li> <li>• Jewelry (even if broken)</li> <li>• Washers, nuts, screws, bolts</li> <li>• Cardboard egg cartons</li> <li>• Cardboard tubes (toilet paper &amp; paper towel rolls, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Glass containers (except baby food jars with lids and Oui brand yogurt cups)</li> <li>• Used food containers</li> <li>• Chemicals, open cleaning products, or the empty containers they come in</li> <li>• House paint (interior or exterior regardless of whether it is open or new.)</li> <li>• TVs</li> <li>• Clothing</li> <li>• Large appliances</li> <li>• Power tools</li> </ul>