

# *Parma Lutheran Church*

## Donation Center Handbook

Parma Lutheran Church  
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### NOTES

**DONATION CENTER HANDBOOK** – This Handbook was initially prepared in 2009 and updated in March 2015, September 2017, and April 2018. The content for each collection program has been prepared by, or reviewed by, the identified contact for the program. It is to be reviewed and revised periodically to keep up to date with current programs.

Contact Person: Suzanne Hollo

**DONATION CENTER PURPOSE** – The self-service Donation Center was established to provide a central collection point for the many projects supported by Parma Lutheran Church. The Center was dedicated in October 2009.

**LOCATION** - The collection area is in the Little Kitchen between the Lounge and the Brick Lobby, is easily accessible and can often serve as the best collection place for small donated items. Other collection points may also be identified when appropriate.

**BINS** - Ministries or church groups who wish to establish a collection point in the Donation Center may request that a sign be prepared and that a collection bin be designated at the appropriate time of the year. The area is not large enough to provide long-term storage and groups are asked to empty their bins routinely.

**CONTACT INFORMATION** – A person is identified as the contact person for each donation program. To reach that person, please refer to your church directory for phone numbers or call the church office at 216-351-6376.

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**ACME RECEIPTS for COMMUNITY CASHBACK-** Acme Fresh Market register receipts are collected September to February. During this period, the bottom of the register receipt includes a line for 'Community Cashback' with the qualifying dollar amount of Acme brand purchases. At the conclusion of the annual program, we receive 5% of the total qualifying Community Cashback dollars on the receipts we turn in at one time each Spring. The money is directed to a different PLC program as identified each year.



Time Period: September to February

Drop-off Point: Donation Center

Contact Person: Suzanne Hollo  
Volunteer

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**BLOOD MOBILE** – Blood donation opportunities are available through LifeShare Bloodmobile. Lifeshare is a nonprofit, community-focused blood center.

The blood mobile bus is available in the church parking lot for several hours on each scheduled Sunday morning. Experienced LifeShare staff walk you through the entire process taking about 30 to 45 minutes, including a mere 6-minute period for actually giving blood.



Time Period: Year-round, every other month

Drop-off Point: Brick Lobby registration

Contact Person: Cindy Lucas  
Community Ministry

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**CELL PHONES** - Cell phones with batteries are collected with or without the charger. No headsets, manuals, accessories or packaging are accepted.

The cell phones are donated to the Domestic Violence Center of Greater Cleveland. The phones are wiped clean of all personal information. They may be sent out to be programmed



for 911 calls and given to victims of domestic violence to call 911, or they may be recycled or refurbished to raise funds to support victims of domestic abuse and child abuse.

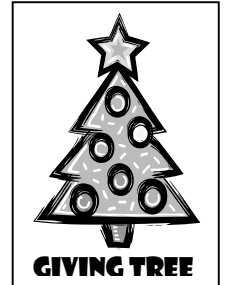
Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Gloria Riffie  
Community Ministry

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**CHRISTMAS GIVING TREE** – Christmas gifts are purchased and donated to a local agency for distribution to those in need. Programs may vary each year from donating gifts for specific recipients (Adopt-A-Child, Adopt-A-Family, or other programs), to purchasing gifts for non-specified recipients to be awarded by a local agency.



Time Period: November/December

Drop-off Point: Collection Box in Narthex

Contact Person: Suzanne Hollo  
Community Ministry

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**CHRISTMAS CARDS for VETS** – Christmas cards are collected and delivered to veterans at the Louis Stokes Cleveland VA Medical Center on East Blvd in Cleveland. (In some years, Christmas Candy for Vets may also be collected and delivered with the Christmas Cards.)



Time Period: November/December

Drop-off Points: Christmas Mailboxes for Vets  
1. Narthex  
2. Brick Lobby, by Christmas post office boxes

Contact Person: Gloria Riffie  
Community Ministry

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**CHRISTMAS MITTEN TREE** – Mittens and gloves and hats and scarves for all ages are collected each December. They are donated to Redeemer Crisis Center and to other outreach programs.



Please note: We are only able to accept new/unused items.

Time Period: November/December

Drop-off Point: Tree for mittens in the Brick Lobby

Contact Person: Gloria Riffie  
Women of the Church



**CHRISTMAS SHOE BOX GIFTS** – Shoe boxes full of children's gifts are assembled each Christmas for the Operation Christmas Child program of Samaritan's Purse. Gifts are collected for boys and girls age 2 to 14, boxed in a shoe box, and sent to Samaritan's Purse, a nonprofit Christian relief organization, in mid-November.

Please include \$9.00 to cover shipping, *payment should be in cash, or a check made out to 'cash.'*

Suggested items:

**TOYS**

Include items that children will immediately embrace such as small cars, balls, dolls, stuffed animals, kazoos, harmonicas, yo-yos, jump ropes, small Etch A Sketch®, toys that light up or make noise (w/ extra batteries), Slinky®, etc.

**SCHOOL SUPPLIES**

Pens, pencils and sharpener, crayons or markers, stamps and ink pad sets, writing pads or paper, solar calculators, coloring and picture books, etc.

**NON-LIQUID HYGIENE ITEMS**

Toothbrush, mild bar soap (in a plastic bag), comb, washcloth, etc.

**ACCESSORIES**

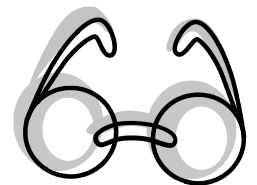
T-shirts, socks, ball caps; sunglasses, hair clips, toy jewelry, watches, flashlights (w/ extra batteries)

**A PERSONAL NOTE:** You may enclose a note to the child and a photo of yourself or your family. If you include your name and address, the child may be able to write back.

**DO NOT INCLUDE:** Used or damaged items; war-related items such as toy guns, knives or military figures; chocolate or food; out-of-date candy; liquids or lotions; medications or vitamins; breakable items such as snow globes or glass containers; aerosol cans.

Time Period: October and early November  
Drop-off Point: Donation Center  
Contact Person: Helen Soucek  
Fruit of the Spirit Bible Study Group

**EYEGASSES** – Eyeglasses are collected to be refurbished for new prescriptions for the needy. They are donated to a local optician who participates in many different collection programs, such as the Lion's club. Most desired donations are glasses with a case.



Time Period: Year-round  
Drop-off Point: Donation Center  
Contact Person: Suzanne Hollo  
Community Ministry

**MINI PERSONAL CARE ITEMS for WREN** – We collect small personal care items like travel/sample size shampoo, conditioner, shower caps and hand cream for the



Women's Re-Entry Network (WREN), a program of the Lutheran Metropolitan Ministry, which gives assistance to young women coming out of prison. Families (mothers and children) are reunited and empowered to reenter society in a meaningful way through counseling, referrals, education and job training.

Please note: We are only able to accept new/unused items.

Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Gloria Riffie  
Community Ministry

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**PERSONAL CARE KITS for DOMESTIC VIOLENCE CENTER** - Personal care items are collected for use in the shelters which provide a safe haven for women and children seeking protection and help. Kits are packed four times a year by Community Ministry and are delivered to the Domestic Violence Center of Greater Cleveland.

Please note: We are only able to accept new/unused items.

**Items:**

Full size shampoo/ conditioner combo

Full size individually wrapped bars of soap; Full size deodorant

New thin washcloths

Full size toothpaste; Toothbrushes (adult and children); Combs

Small journals, Children's books; Pencils and pens; One subject spiral notebook

Socks (misc. for children), Purse tissues; Sippy cups; Baby wipes



Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Cindy Lucas  
Community Ministry

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**POP CAN TABS - ALUMINUM PULL TABS** – Aluminum pull tabs are collected for the Northeastern Ohio Chapter of Ronald McDonald House Charities (RMHC). A Ronald McDonald House is a “home-away-from-home” for families so they can stay close by their hospitalized child at little or no cost.

RMHC collects aluminum pull tabs from any container (soda pop, soup, pet food, etc.). Tabs are collected instead of entire aluminum cans because the tabs are pure high quality aluminum, unlike cans which consist of aluminum and other alloys. Tabs are also easier to store than whole cans. After the tabs are collected, the local RMHC Chapter works with a local recycler to turn those tabs into money for their Family Fund. This fund helps support the families that stay at Ronald McDonald House by providing meals and items for families, providing assistance in emergencies, and giving families special moments – like small gifts for children if they have a birthday while at the House.



Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Tammy Jenkins  
Community Ministry

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**VACATION BIBLE SCHOOL (VBS) SUPPLIES** -Supplies are collected for the summer one-week Vacation Bible School program held at Parma Lutheran Church. Items collected are craft supplies, decorating materials, food for snacks and/or meals. Specific needs lists are prepared and published in May/June.



Time Period: Summer

Drop-off Point: Donation Center Counter

Contact Person: Michelle Vida  
VBS Coordinator

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**VETERANS – HOUSEHOLD ITEMS FOR HOMELESS VETS** - Homeless vets staying at the LMM men's shelter are identified to live in a house where they may move toward independent living and self-sufficiency. Household Items, such as cleaning supplies, are collected for these men to use in this transitional housing program. Suggested items are listed in announcements.

Time Period: See announcements for designated time

Drop-off Point: Collection box in Brick Lobby  
Collection box in Narthex

Contact Person: Suzanne Hollo  
Community Ministry

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**YARN for 'WARM UP AMERICA'** –Acrylic and Orlon yarn is needed for making afghans for the needy (USO, Birthright, VA Hospital, Hospice, etc.) Project is sponsored locally by the "Warm Up America" Group of Saint Vincent de Paul Society of St. Columbkille Parish, 6740 Broadview Rd, Parma, OH 44134



Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Donna – call for pick-up, St. Columbkille Parish  
216-398-9653

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## PARMA HUNGER CENTER

The Parma Hunger Center provides food and other items of daily need to residents of Parma. Food is distributed twice a week, Tuesdays 2 pm to 4 pm, and Fridays, 10 am to noon. Volunteers are also onsite one hour prior to distribution times, and at other times to receive food deliveries and to prepare for distribution. New volunteers are always welcome.

Time Period: Year-round

Drop-off Point: Hunger Center receiving area (during staffed hours Tues 1p-4p, Fri 9a-12)  
Donation Center (other times)

Contact Persons: Dale Kraemer  
Gloria Riffie  
Chuck Schmook

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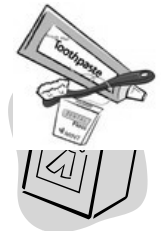
**HUNGER CENTER – FOOD** Food is collected for distribution through the Parma Hunger center. Items are canned food, boxed food, other packaged food; also fresh fruits and vegetables.



**HUNGER CENTER – BAGS: PAPER & PLASTIC-** Useable (no holes or tears) grocery size paper bags and plastic bags are collected for use for food distribution in the Parma Hunger Center. Other sizes are not needed. Please NO bread bags, bun bags, newspaper bags, etc. Grocery size only.



**HUNGER CENTER - PERSONAL & NON-FOOD ITEMS** –Personal and non-food items are collected for distribution through the Parma Hunger Center. Items are things like: dish soap, laundry detergent, feminine hygiene products, shampoo, deodorant, toothpaste, toothbrushes, diapers, etc.



Please note: We are only able to accept new/unused items.

Time Period: Year-round

Contact Person: Gloria Riffie  
Community Ministry

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**HUNGER CENTER -CONTAINERS for GARDEN PRODUCE –** Clear plastic clamshell containers and clear produce bags are collected for distribution of garden harvest from the Community Garden and other fresh donations.



Time Period: July to October

Contact Person: Marilyn Molzan  
Community Garden

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## ADDITIONAL NOTES

**ANNOUNCEMENTS** - Donation announcements are published in weekend worship bulletins and in the monthly Sonbeams newsletter. Announcements provide more detailed information about needed items and about pertinent cut-off dates.

**MONETARY DONATIONS** –Programs listed in this handbook, as well as programs not included in

this handbook, may request monetary donations. Please watch for announcements that describe current programs and opportunities to donate money to them.

**QUANTITY of DONATIONS COLLECTED** – When the quantity donated does not match the need or justify the delivery expense, some or all of the items may be redirected to a comparable recipient program.

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1<sup>st</sup> Published October, 2009  
Revised March 2015, September 2017, April 2018  
2018 Handbook Sponsored by Community Ministry  
Parma Lutheran Church