

Parma Lutheran Church

Donation Center Handbook

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NOTES

DONATION CENTER HANDBOOK – This Handbook was initially prepared in 2009 and updated in Spring, 2015. 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.

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. [\[Go to Top\]](#)



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.

Web Link: [Acme Community Cash Back Program](#)

Time Period: September to February

Drop-off Point: Donation Center

Contact Person: Bill Meyers, 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.

Web Link: [LifeShare Community Blood Services](#)

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 & Child Advocacy Center of Greater Cleveland. They are sent out to be programmed for 911 calls and are given to victims of domestic violence to call 911 in case of emergency.

Web Link: [Cell Phone Donation Program](#)

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.



Web Link: [Donation Programs, Cleveland VA](#)
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 COOKIES for LUTHERAN CHAPLAINCY – Small size homemade Christmas cookies are collected in early December. The cookies are collected by the Auxiliary to the Lutheran Chaplaincy Service.

Web Link: [Auxiliary to the Lutheran Chaplaincy Service](#)
Time Period: November/December
Drop-off Point: Donation Center Counter
Contact Person: Gerry Tipton, Women of the Church

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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.

Web Link: [Redeemer Crisis Center](#)
Time Period: November/December
Drop-off Point: Tree for mittens in the Brick Lobby
Contact Person: Gerry Tipton, Women of the Church

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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 \$7 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.

Web Link: [How to Pack a Shoebox for Operation Christmas Child](#)

Time Period: October and early November

Drop-off Point: Donation Center

Contact Person: Helen Soucek, Fruit of the Spirit Bible Study Group

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COOKIES for USO – Large size commercial cookies are collected for our troops. Only ‘commercial’ cookies are accepted, rather than home-made, due to their extended shelf life. The cookies are collected by the Women of the Church and are taken to a local drop-off point and then delivered to the USO Center at Cleveland Hopkins Airport. The mission of the USO (United Service Organizations) is to lift the spirits of America’s troops and their families.

Web Link: [USO Lounge at Cleveland Hopkins Airport](#)

Time Period: Early January

Drop-off Point: Donation Center Counter

Contact Person: Betty Mackey, Women of the Church

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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.

Web Link: [Donate Eyeglasses](#)

Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Suzanne Hollo, Community Ministry

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INK JET CARTRIDGES – We collect empty ink jet cartridges from small printers. They are boxed for shipment and sent to Quill Office Products, a company who then credits the donation value against our PLC purchases. They also cover the shipping charge.

Web Link: [Quill Recycling Program](#)
 Time Period: Year-round
 Drop-off Point: Donation Center
 Contact Person: Joanne Swaysland, Church Staff

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LABELS for EDUCATION - We collect Campbell's labels for the Filling Memorial Home of Mercy, Inc. The Filling Home is a private non-profit church affiliated home providing residential services to individuals with mental retardation and developmental disabilities. The Filling Home redeems the labels and obtains things for their home such as books, videos, tapes, slide projectors, overhead projectors, tables, PA systems, etc.

Campbell's redeems the small cut-out UPC portion of the label marked 'Labels for Education.' A complete list of products and label requirements is maintained in the collection bin for 'Labels for Education.'

Please note that our church Sunday School is not eligible as a recipient of these donated labels.



Web Link: [Labels for Education, Filling Memorial Home of Mercy](#)
 Time Period: Year-round
 Drop-off Point: Donation Center
 Contact Person: Lyla Koslow, Women of the Church

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Domestic
Violence
& Child
Advocacy
Center



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
- New thin washcloths; Full size individually wrapped bars of soap; Full size deodorant
- 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



Web Link: [Domestic Violence & Child Advocacy Center](#)
 Time Period: Year-round
 Drop-off Point: Donation Center
 Contact Person: Cindy Lucas, Community Ministry

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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.

Web Link: [Women’s Re-Entry Network](#)

Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Gloria Riffie, 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.

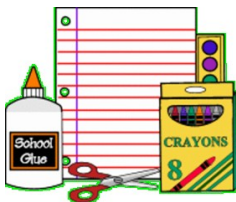
Web Link: [Pull-Tab Program at Northeastern Ohio Chapter of Ronald McDonald House Charities](#)

Time Period: Year-round

Drop-off Point: Donation Center

Contact Person: Tammy Jenkins, Volunteer

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SCHOOL SUPPLIES for BACKPACKS – We collect school supplies for children in need in the Parma City School District.

Lists of needed supplies are posted in August when the master lists are received from the schools.

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

Time Period: August

Drop-off Point: Donation Center

Contact Person: Gloria Riffie, Community Ministry

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STAMPS for MISSIONS – We collect used/canceled postage stamps from your incoming mail. The used stamps are sorted and sent to wholesale stamp dealers who buy them by the pound, with oversized and international stamps more valuable. The funds received are used for a mission project.

DIRECTIONS: Cut the stamps from envelopes allowing ¼ inch margin or more around the stamp, leave the stamp on the paper. The stamp may not be damaged and the perforations around the stamp must be perfect, so don't cut too close.

MOST VALUABLE STAMPS ...are *commemorative, foreign, and stamps of large denominations.*

Web Link: [Stamps for Missions](#)
 Time Period: Year-round
 Drop-off Point: Donation Center
 Contact Person: Lyla Koslow, Women of the Church [\[Go to Top\]](#)



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: Tammy Schneider, Education Ministry [\[Go to Top\]](#)



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



Web Link: [Warm Up America](#)
 Time Period: Year-round
 Drop-off Point: Donation Center
 Contact Person: Joanne Swaysland, Office Staff [\[Go to Top\]](#)

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.

Web Link: Parma Hunger Center at Parma Lutheran Church
 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, Jim Lenzotti, Joe Osburn, Chuck Schmook [\[Go to Top\]](#)



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.

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HUNGER CENTER – BAGS: PAPER & PLASTIC- Grocery size paper bags and plastic bags are collected for use for food distribution in the Parma Hunger Center. Other sizes are not needed.

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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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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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