

# Parma Lutheran Church

“The Church on the Corner Doing Good Things”

## Donation Program Handbook



Parma Lutheran Church  
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## NOTES

**DONATION PROGRAM HANDBOOK** – This Handbook was initially prepared in 2009 and updated a number of times with the latest being January, 2024. The content for each collection program has been adjusted to reflect post-Covid revisions in program delivery.

**DONATION PROGRAM PURPOSE** – Parma Lutheran Church maintains many avenues for serving the needs of the varied populations in the Cleveland area.

**DATES** – The individual programs are active at different times throughout the year. The specific dates for each are announced and communicated through the monthly Sonbeams newsletter, the weekly service bulletins, announcements at worship services, and signage in the church building.

**LOCATION** - The location for each is set-up at a convenient place in the building, such as tables in a hallway, or in the Narthex, or the Brick Lobby.

**CONTACT INFORMATION** – A staff member or volunteer may coordinate individual programs. To reach that person, please 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

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**CELL PHONES** - Cell phones and accessories are collected and donated to the National Coalition Against Domestic Violence (NCADV). They receive funds from a cellular recycler from their sale of refurbished cell phones, among other things. These donations go directly to furthering NCADV's programming and projects that support victims and survivors of domestic violence and the advocates and allies that support them.



**Time Period:** Year-round

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

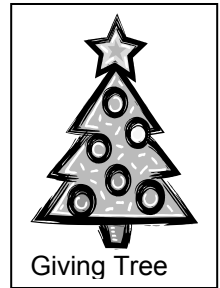


Please note: We are only able to accept new/unused items.

**Time Period:** November/December

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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 nonspecified recipients to be awarded by a local agency.



**Time Period:** November/December

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**CHRISTMAS CARDS (& CANDY) 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

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**CHRISTMAS CARDS (& CANDY) for RESIDENTS IN NURSING HOMES** – Christmas cards are collected and delivered to residents of local nursing homes.

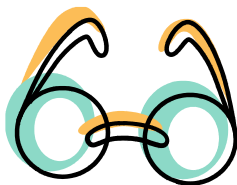


(In some years, Christmas Candy for nursing home residents may also be collected and delivered with the Christmas Cards.)

**Time Period:** November/December

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**EYEGLASSES** – 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

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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 a few times a year and are delivered to the Domestic Violence Center of Greater Cleveland.

Please note: We are only able to accept new/unused items. Monetary Donations may be made out to Parma Lutheran Church, with ‘Personal Care Kits’ noted on the memo line.

**Items:**

- Full size shampoo/ conditioner combo
- Full size individually wrapped bars of soap
- Medium/thin bath towels
- Thin washcloths
- Full size toothpaste
- Toothbrushes (adult and children)



- Full size deodorant
- Small journals
- Children’s books
- Pencils and pens
- Socks (child & adult)
- One subject spiral notebooks
- Purse size tissues
- Combs
- Sippy cups
- Baby wipes



**Time Period:** Year-round

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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

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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.



Monetary Donations may be made out to Parma Lutheran Church, with ‘VBS’ noted on the memo line.

**Time Period:** Summer

## 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

**Contact:** cell: 216-316-5772

Email: [parmahungercenter@gmail.com](mailto:parmahungercenter@gmail.com)

**Access Door:** The direct access door for the Hunger Center program service area enters directly from the parking lot. It is the solid black walk-in door at the Tuxedo Rd end of the church parking lot.

**Drop-off Point:** Hunger Center Program service area  
(during staffed hours Tue 1p-4p, Fri 9a-12)  
Church Lobby (other times, during office hrs.)

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**HUNGER CENTER – FOOD** Food items collected for distribution are: canned food, boxed food, other packaged food; also fresh fruits and vegetables. Specialty foods are also accepted: cooking oil, coffee, pancake mix, instant potatoes, sugar (white/brown), canned meat/fish, beef stew, pasta, baking mixes.





**HUNGER CENTER – MONEY** Monetary donations may be submitted at any time and are tax deductible. Checks may be made out to Parma Hunger Center, 5280 Broadview Rd, Parma, OH 44134.

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**HUNGER CENTER - PERSONAL & OTHER ITEMS –.**

**PERSONAL** - Bar soap, feminine hygiene products, shampoo, deodorant, toothpaste, toothbrushes, toiletries, diapers, disposable undergarments (men/ladies/child), sanitizing wipes, toilet paper



**CLEANING** - dish soap, floor soap, laundry detergent, paper towels

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

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**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 – CONTAINERS for GARDEN PRODUCE –**

Clear plastic clamshell containers and clear produce bags are collected for distribution of garden harvest from the church's Community Garden and other fresh donations.



**Time Period:** Harvest Season (July to October)

**RUMMAGE SALE** - Parma Luther Church hosts an annual rummage sale in the summer as a fundraiser for various projects.

We accept clothing, household items, tools, electronics, bedding, dishes, cookware, toys, bicycles, baby items.

Almost any item may be donated as long as the donor can deliver it to the church, and as long as a customer can take it home. The church does not offer any delivery or pick-up services.

All items donated must be clean and in sellable condition.

**Time Period:** Usually for Thursday through Saturday of a Summer weekend. Exact dates are announced each Spring.

**Drop off Dates:** Items may be brought to the church starting approximately 2 weeks prior to the Sale Dates. Save your items at home until that time. There is no storage available for early deliveries.

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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.

