

## Bin Check Guidelines

1. If you are assigned a collection site, whether it is during the summer or during the school year, that site has been given your contact number to contact you if bins need to be emptied. Please be mindful that during the summer, these businesses and churches are doing us a favor by allowing our bins to be there so stop in every once and a while to make sure everything is okay. If you are sharing a site with someone, don't assume s/he'll be checking.
2. During the summer, you should only need to check the bins once a week in the early part of the summer, then more often in August.
3. During the school year, you should check bins once a week, or whenever you are in the building. During some of our projects, you may need to check more often; we will let you know when that needs to happen.
4. Items in the bins need to be brought back to MMS. Please use the below guidelines for the following items you may find in the bin. Basically, if items are stored at MMS, bring the items there. If not, they probably go to the warehouse. If in doubt, please call Leslie 717-580-6092. It doesn't make sense for you to schlep the items from one building to the MMS basement and then for one of us schlep it back up.
5. If you have trash, either remove or leave by front door of room, with note "TRASH" or "RECYCLE", and let front office know to notify custodians. They don't go in OW room on a regular basis.

### Following items are kept in our OW in the basement of MMS

Back to school supplies and personal hygiene items: bring to OW space in the basement at MMS and put away in appropriate bins. If you don't have time, you can leave them on the designated table. Just bear in mind that will mean someone else will have to take the time to put them away. If items are getting stacked up on the table, please let Leslie Collins 717-580-6092 [mommagic@comcast.net](mailto:mommagic@comcast.net) or Lora Bueno 717-919-1485 [mymickeybgood@msn.com](mailto:mymickeybgood@msn.com) know.

Books: bring to MMS and leave them by the book shelves or in the book slot. If there are a lot of books, notify Toni Fitzgerald 717-421-0531 [jpratt2152@verizon.net](mailto:jpratt2152@verizon.net)

Clothing: bring to MMS and put them on clothing sorting table. If you are picking up a lot of clothes, notify Melissa Herbein 717-580-5898 [mshoffman29@gmail.com](mailto:mshoffman29@gmail.com) or Meg Brown 717-448-4091 [pmbrown2@msn.com](mailto:pmbrown2@msn.com)

Halloween costumes: please leave in donation bin under table marked Project Boo or in the bins by the costume racks. Questions, contact Charity Castner 717-557-9312, [charity.castner@gmail.com](mailto:charity.castner@gmail.com)

Prom dresses/Homecoming Dresses: please hang up on rack or put on table by Project Cinderella/Glam marked "Drop Off". Questions, contact Amy Deluca [amydeluca22@gmail.com](mailto:amydeluca22@gmail.com)

Tannenbaum: Tannenbaum only collects items related to Christmas trees – tree decorations, lights, tree stands, artificial trees. All other decorations go to the warehouse to be yard saled. Tannenbaum items can be left by its area in donation bin marked. Contact Patti Herring 717-713-0617 [familyzeke@verizon.net](mailto:familyzeke@verizon.net) with questions.

Thanksgiving donations (November): tables will be set up for collection of donations .

Paper ream boxes are collected year round. Please stack with other ream boxes. All other boxes can be broken down and left to be recycled.

Gift Box donations (December): tables will be set up for collection of donations

**The following items are not stored at MMS; they are stored at our Warehouse, 507 N York Street, in the back. Contact the appropriate committee chair to arrange for dropoff.**

Furniture, household items, bedding, dishes should not be brought to the OW room in MMS. These items are kept in the warehouse. Please contact Maureen Ross 717-773-1988, [mmross4@comcast.net](mailto:mmross4@comcast.net) to find out where she wants the items. DO NOT bring these items to the OW room; another committee member will just end up bringing the items back up. Maureen will either instruct you to leave at her house (2425 Clover Dr, Country Estates) if it's just a few items or meet her at warehouse.

Bikes should not be brought to the OW room in MMS. These items are kept in the storage unit at the warehouse. Please contact Erin Arva 717-877-8893, [earva@comcast.net](mailto:earva@comcast.net) to make arrangements.

Yard sale items should not be brought to the OW room in MMS. These items are kept at the warehouse. Please contact Maureen Ross 717-773-1988, [mmross4@comcast.net](mailto:mmross4@comcast.net) to find out where she wants the items. DO NOT bring these items to the OW room; another committee member will just end up bringing the items back up. Maureen will either tell you to drop items at Maureen's house (2425 Clover Dr, Country Estates) or meet her at the warehouse.

**The following items we do not accept at any of our locations:**

TVS: we do not accept. Do not take!

Computers, printers, etc.: these items are brought to Computer Ministry. They are located in Mission Central, 5 Pleasant View Drive, Mechanicsburg PA 17055, 766-6373, [www.compministry.org](http://www.compministry.org), and are open Monday Wednesday Friday 8:30 a.m.- 4:00 p.m.

Cleats: go to the Cleat Bank. The Cleat Bank is located at the Mechanicsburg Brethren in Christ Church in the maintenance shed at the back of the main building, 1050 South York Street. Drop-off bins are located at Fisher Park and the Mechanicsburg Little League clubhouse or contact Corinne Flemming, 717.940.6111, [scflemm@verizon.net](mailto:scflemm@verizon.net) .