

A WIDER CIRCLE'S PICK-UP GUIDELINES

We are grateful for your support of the individuals and families we serve. Thank you for helping us provide stability and dignity for all those who come to A Wider Circle. Your items will make a big difference, perhaps more so than you can imagine.

Dignity Condition:

- Please donate items in good or excellent condition; this is **especially true of mattresses and any upholstered furniture, which we do not redistribute to our clients if there are any rips, stains, or mold.** This approach shows our neighbors in need how much respect we have for them.
- If you are not sure if your items are in dignity condition, our In-Kind Donations team will be happy to talk prior to your pickup about whether or not an item will be of good use to those we serve.

Preparation:

- Please be sure to disassemble any items that are in need of disassembly prior to removal. The team **will not** be able to disassemble items on site.
- Please ensure that all items you wish to donate are ready to go directly onto our truck when our team arrives.
- You (or your representative) must be present for the duration of the pickup, unless items are placed outside, in which case we ask that all items are labeled for A Wider Circle and protected from the weather.
- If you live in an apartment or condominium building, please reserve the loading dock and/or freight elevator and serve as the contact for both. Please do not set it up so that our team will be the points of contact with building management.
- Please be sure to place small items (e.g., dishes, linens) in bags or boxes.

Entry & Exit:

- Please ensure available parking for our truck is legal and within 30 yards of the residence.
- Please also ensure easy and safe access to every room from which we are removing furniture.
- We are happy to carry furniture and other items up or down steps. As long as there is adequate turning radii, we will go up or down 2 flights of stairs.
- In the event of winter weather, we ask that all walkways are cleared and treated in advance of our arrival.

Sizes & Dimensions:

Due to the size of our clients' apartments and the challenges they have in taking the items from their trucks to their apartments, we have the following guidelines:

- Television: measuring diagonally across the screen, we can take TVs up to 30"
- Desks: max of 4' long (side to side)
- Area Rugs: max of 5'x7'
- Bookshelves: max of 6' tall by 3' wide
- TV stands: max of 3' tall by 4' wide
- Please donate headboards and footboards only if they have the entire bed set to go with them

Why are we no longer accepting donations of entertainment centers, armoires, china cabinets, and wall units?

The families we serve are often moving into their first homes, and their greatest needs are essential items such as beds, dressers, tables, and chairs. Because items like entertainment centers, armoires, china cabinets, and wall units are often large and difficult to move, those we serve are typically not able to utilize them.

We appreciate you thinking about those we serve for your furniture donation. Feel free to check out our [wish list](#) for the items most needed by our families.