



The Sharing Shelf - Steps for Safety

Clothing Donations

- ***For the safety and health of our staff and volunteers, all donations must be in CLOSED PLASTIC BAGS (no larger than a kitchen garbage bag). We cannot accept donations in reusable grocery bags, cardboard boxes, or open brown bags.***
- Be mindful of our volunteers and limit the weight of your bag. If it's heavy for you, it's heavy for others.
- We provide email tax receipts only at this time. They will be sent out at the end of each week.
- Drop off is no-contact into carts on our loading dock. You must place your own donations into the cart.
- We have a recycling bin on site where you can recycle unusable clothing. These items must be bagged. We encourage you to separate out the following items for recycling:
 - Used socks, used underwear and stained or damaged items
 - Public school, local teams, and camp logo'd items
 - Dirty or damaged shoes
- We prefer seasonally appropriate clothing. This allows us to devote our limited and precious volunteer time and effort to sorting and packing clothing that is needed immediately.
- If you are sick, or a family member has been sick with Covid recently, please save your donations for at least 14 days.
- If someone else is donating, wait in your car until they leave and respect social distancing.

Volunteering

- No walk-in volunteering. All volunteers must pre-register through our on-line link.
- All volunteers must bring and wear a mask. Gloves are available but not required. Volunteers are encouraged to bring their own.
- We limit the number of volunteers in the warehouse and have designated areas that are more than 6' apart.
- Doors on our loading dock are open to circulate fresh air.
- Volunteers are asked to clean their work area with sanitizing spray or wipes (provided) before and after they work.
- We will continue to monitor the CDC guidelines and make adjustments as needed.
- Do not volunteer if:
 - You or a family member has been sick in the last 30 days. Wait at least 14 days or until you have tested negative before joining us.
 - You are taking any medication to suppress cold or flu-like symptoms, a cough or fever or if you have lost your sense of taste and/or smell.

Youth Volunteers

- All teens and children under 18 must volunteer with their own parent
 - We cannot accept any friends of your child or teen.
- All youth volunteers must be at least 14 years old.
- We welcome families (up to 3 at a time). We will set up a designated area where you can volunteer together. Age restrictions still apply.

Address & Drop Off Location: 47 Purdy Avenue | Port Chester, New York 10573
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