

# Donation Drop Checklist

KickOutClutter.com — Print and check off as you go.

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Make donation day fast and drama-free: verify what's accepted, pack by category, load your car in drop-off order, and grab a receipt.

## Supplies

- Sturdy boxes/bags (closeable), labels/marker, tape
- Blanket or straps for trunk, hand wipes
- Item list for receipt, phone/camera for photos
- Small toolkit for removing wall hooks/screws
- Batteries to test electronics quickly

## Quick Rules

- Only clean, safe, working items. No recalls, no damaged goods.
- Pack like-with-like and label: clothing, books, housewares, toys, misc.
- Load the car in reverse drop order so unloading is easy.
- Keep hazardous/regulated items out of donation (dispose per local rules).
- Always ask for a receipt and jot quick values same day.

## 1) Choose Location & Hours (10 min)

- Pick a charity close by; confirm hours and drive-through rules.
- Check weather/traffic; plan best time of day to avoid lines.

## 2) What They Accept (10–15 min)

- Review accepted vs. not accepted list on the website.
- Note special categories: furniture, electronics, baby gear, mattresses.

## 3) Pre-Sort by Category (15–25 min)

- Create piles: clothing, shoes, books, toys, housewares, decor.
- Remove trash and broken items; wipe/wash if needed.

## 4) Pack & Label (15–20 min)

- Use closeable boxes/bags; label on top and side.
- Keep small parts together (sets, cords) in zip bags taped on.

## 5) Test & Safety Check (10–15 min)

- Test electronics with fresh batteries or power cord.
- Check for recalls and safety hazards; remove personal data if any.

## 6) Car Load Order (10–15 min)

- Load heaviest/boxes first, then soft bags, then fragile on top.
- Place first-out items nearest the hatch; keep receipt clipboard handy.

## 7) Paperwork & Receipts (5–10 min)

- Bring item list; ask for a receipt; snap a photo of posted policies.
- Note estimated values at home the same day for taxes.

## 8) Furniture & Large Items (optional)

- Schedule pickup if needed; clear path and protect floors.
- Remove drawers/legs if requested; label pieces that belong together.

## 9) Hazardous/Restricted Items

- Do NOT donate opened chemicals, paint, car seats past expiration, or recalled items.
- Use city HHW/e-waste options for disposal instead.

## 10) Post-Drop Reset (10 min)

- Return bins/bags to their storage, toss trash, and log the donation.
- Do a 5-minute tidy in the staging area—enjoy the empty space!