



How to Donate – Frequently Asked Questions

What kinds of items do you accept?

We welcome donations of:

- Office supplies, kitchen and janitorial products, packing/shipping resources
- Art supplies and creative materials
- By-products that can be used in artistic and STEM activities
- Classroom and maker space items
- Desk and guest chairs in like new condition
- Small, modern pieces of office furniture in very good condition
- Wall hangings – literature racks, clocks, bulletin boards, whiteboards
- Rolling carts, small sturdy shelving units, storage cabinets

We cannot accept:

- Outdated office supplies and accessories
- Binders (unless brand new), loose hanging folders
- Loose paperclips, staples, binder clips (full boxes only please)
- Plastic Desk Organizers (Metal and Mesh Only)
- Packages of labels unless 90-100% Full
- Computers, printers, other electronics
- Dated, worn or soiled furniture items
- Large desks, four-drawer filing cabinets or 6' bookcases, cubicle partitions
- Home related furniture

Where does inventory come from?

Items are collected from a variety of sources, primarily:

- Manufacturers with reusable by-products
- Businesses that are remodeling, moving, or closing
- Corporate movers, storage companies, reuse stores
- Nonprofits, institutions, organizations that are changing their operations
- Individuals that have resources that are not household oriented

Can donations be picked up or do they need to be delivered?

Deliveries are appreciated, TGE can also gather and pick up items at your convenience.

How can I confirm if what is available is appropriate to donate?

We welcome pictures of items or staff can visit a location to identify what TGE can repurpose. A guideline is whether an organization would value the resource in their place of operation.

Will The Great Exchange provide a receipt for the items?

A letter that confirms that a donation was given to this 501(c)3 nonprofit program can be provided.

Who will benefit from the donated items?

The Great Exchange's inventory is made available to schools, libraries, municipal departments, nonprofits, and organizations.

How do I go about donating?

If you would like to donate resources from your facility or would like additional information, contact Amanda Lansing, Program Administrator amandalansing@tgedevens.com