

17.40 Processing of Donations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to sort and price donations at the retail stores.

Procedure:

- Donations are received at all stores.
- The condition of each item is inspected. (See Policy & Procedure 17.36, *Unacceptable Donations*.)
- Non-saleable hard-line items are either discarded or recycled.
- Non-saleable textiles are separated into industrial wipers, salvage for baling or trash.
- Non-saleable shoes and belts are separated into salvage or trash.
- Higher-quality items may be sent to the Virtual Store to meet annual store quotas
- Saleable bedding, upholstered furniture, pillows and stuffed animals are sprayed with disinfectant and tagged with a red sterilization tag in accordance with the State of Ohio Department of Industrial Relations Bedding and Upholstered Furniture Division requirements.
- Saleable hard-line merchandise is priced with a sticker gun, placed on the appropriate carts and transported to the sales floor.
- Saleable textiles are hung as needed, placed on the appropriate rack, priced and tagged with a tagger gun, then transported to the sales floor.
- Industrial wipers and salvage textiles for baling are transported to Salvage.
- Salvage shoes and belts are stored at the Salvage Department.
- Donations will be tracked on the Retail Production Log for outcome measurement.
- The Director of Retail and all store staff are responsible for the security of donated goods and other Goodwill assets.