



### ***Providing diapers and other basic needs to families***

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Waukegan, IL 60087

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## **DONATION CHECKLIST**

- We offer home pick-up service on Tuesdays between 10:00 am and 2:30 pm within 25 miles of Waukegan.** Visit our website to schedule a pickup online. From the home page, click on Lend A Hand and then Donate Goods. Scroll down to Schedule a Pickup, click on the button and follow the instructions. We use HouseCall Pro to assist us with scheduling and donor communications.
- You do not need to be home for your pick-up as long as you leave your donations on your front porch for our driver by 10:00 AM on your scheduled pick-up day.** Please label each bag or box for “Keeping Families Covered” or “KFC”.
- Please sort through the items that you wish to donate carefully.
  - We will gladly accept the following items that are NEW or in GOOD CONDITION (free of holes, stains and damage):
    - Maternity wear (all sizes)
    - Children’s clothing and shoes (newborn to youth size 12)
    - Children’s books
    - Disposable diapers and training pants (all sizes)
    - Adult diapers
    - Baby wipes
    - Infant formula (**if within the expiration date**)
    - Period products (pads and tampons)
  - WE NO LONGER ACCEPT USED BABY EQUIPMENT OR FURNITURE OF ANY KIND.**
  - We DO NOT ACCEPT underwear, undergarments, bras, non-maternity clothing for women, men’s clothing, adult clothing/shoes/outerwear, bibs, burp cloths, household items, toys, stuffed animals, potty seats, used bottles, bottle warmers/accessories, sippy cups, plates, bowls, utensils, used pacifiers, diaper pails, swings, nursing pillows, changing tables, furniture, bassinets, safety items or breast pumps/accessories.**
- If you would like a tax-deductible receipt, please create an itemized list of the items that you wish to donate. Clothing can be counted by the bag—not the number of pieces (i.e., 2 bags of assorted toddler girl clothing, 1 bag of assorted infant boy clothing, etc.).
- Determine the estimated value of each item. We recommend using [www.itsdeductible.com](http://www.itsdeductible.com) to calculate a fair market value for your items based on their condition. The total value of your items will be used for your tax-deductible receipt. If you would like us to determine the value of your items, we can do that for you.
- Email your itemized list to [info@keepingfamiliescovered.org](mailto:info@keepingfamiliescovered.org). Tax deductible receipts are provided via email. **Please note that a receipt will not be issued until we have received and inspected your donations.** Any stained, damaged or unacceptable items that are included in your donation will be excluded from your receipt—and the amount of your receipt will be reduced accordingly.

***Thank you very much for supporting our organization and Lake County families in need!***