



# **DONATION GUIDE**

**WE'RE MOVING!**

**PLEASE HANG ON TO YOUR DONATIONS!**

**Starting AUGUST 1, we're suspending our regular donation hours until we are moved into our new location in Lincoln Square Mall. We will be accepting a limited number of items through this period.**

- **Packing tape**
- **Clear tape**
- **Permanent markers**
- **Dry erase markers**
- **Binder clips**
- **White glue**
- **Glue sticks**
- **Glue guns and sticks**
- **White copier paper**
- **Composition books**
- **New pencils**
- **Crochet hooks**
- **Cloth ribbon spools**
- **Embroidery hoops**
- **Artists' paints**
- **Art paper pads**
- **Fake flowers**
- **Tennis balls**
- **Bankers' boxes**
- **Plastic storage bins with lids**
- **Shopping bags**
- **Money**

**We'll resume regular donation hours at our new location as soon as we possibly can!**

*If you really can't hold on to your donation, or if you have something unique you'd like to donate, call us at (217) 352-7878. We'll work something out.*



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## WHY TO DONATE

The IDEA Store is a nonprofit organization that fosters creativity, environmental stewardship, education, and community through reuse. Your donations keep literally tons of materials out of the waste stream each year and place them into the hands of families, artists, teachers, students, and community members. Plus, your donation is tax-deductible.

## WHAT TO DONATE

### Arts & Crafts

- Art paints (no house paint or spray paint)
- Paintbrushes
- Kids' craft items (pompoms, foam, googly eyes)
- Pens, pencils, markers, pastels
- Canvases, sketchbooks, paper pads
- Clay, sculpture tools
- Scrapbooking materials, rubber stamps
- Photos, slides, negatives
- Picture frames (no loose glass) and framing hardware
- Glue guns and sticks
- Easels, drawing boards
- Mat, poster, sign board, foamcore, pre-cut mats
- Posters and prints

### Fabric & Yarn

- Fabric, ¼ yard pieces or larger
- Yarn
- Needlework, knitting, sewing, quilting tools and notions
- Working sewing machines
- Buttons
- Elastic, Velcro, hem tape
- Needlework kits
- Sewing patterns, uncut
- Knitting and needlework patterns (no photocopies)
- Working sewing machines and parts
- Leather pieces
- Ribbon, trim, rickrack, bias tape

### Metal

- Keys, locks, keychains
- Small machinery parts, gears
- Sheet metal pieces
- Unused foil trays
- Interesting metal shapes (no rusty or sharp pieces)

### Paper Goods

- Stationery, envelopes, greeting cards
- Postcards, postage stamps
- Ephemera
- Maps
- Gift wrap and bags
- Office paper, unused
- Construction and art paper

### Wood

- Boxes, blocks, dowels, chopsticks, golf tees
- Short (less than 3'), nail-free scrap
- Balsa and basswood, craft shapes, beads
- Driftwood

### Home Improvement

- Hardware
- Tile (3" square and smaller)
- Loose architectural samples (all types) and sample books (wallpaper and fabric only)
- Tools
- Toolboxes and storage containers
- Knobs, finials, hooks



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## School & Office

- Office supplies (file folders, organizers, staplers)
- School supplies (crayons, notebooks, scissors, folders)
- Lab glass and supplies, magnifiers
- Rubber bands, paper clips, staples, binder clips
- Labels and stickers
- Lanyards and name tags
- Report covers, page protectors
- Sticky notes, notepads
- Tape, glue
- Packing materials (no peanuts)
- Classroom materials and décor (flashcards, bulletin board edgings, manipulatives)
- Retired swag (no T-shirts)

## Jewelry & Gifts

- Jewelry and jewelry parts, beads
- Jewelry making tools and supplies
- Vintage and unique items

## Toys & Games

- Games and game parts
- Small toys
- Puzzles, complete or incomplete
- Dolls, doll clothes and parts
- Tennis, golf, and other small balls
- Mardi Gras beads and leis

## Electronics & Media

- CDs and DVDs
- New cassette tapes
- Vinyl records
- Floppy disks
- Computer parts and keyboards (no monitors or whole computers)
- Cords and cables
- Analog equipment: record players, typewriters, phones, etc.
- Cameras and photography equipment

## Books & Magazines

- Art, craft, science, and nature books and magazines
- Atlases
- Vintage picture books
- Vintage magazines
- National Geographics (pre-1980)
- Comic books

## Floral & Natural

- Artificial flowers and greenery
- Floral tape, foam, wire
- Feathers
- Sap-free pine cones
- Seashells, other ocean artifacts
- Rocks and gems

## Containers

- Baskets, tins, film canisters and vials
- Tins
- Small boxes (jewelry, gift, phone boxes)
- Clean, label-free glass jars (no peanut butter or salsa/pickle jars)
- Small vases and decorative containers

## Other Items

- Spools and cones
- Cardboard tubes
- Clean plastic or metal bottle caps
- Wine corks, rubber stoppers
- Award medals, ribbons, trophies

## Items for Store Use

- Clean shopping bags
- Scotch tape and double-sided tape
- Paper towels
- White printer paper and cardstock
- Natural cleaning supplies (no bleach please!)
- Unopened, unexpired, individually wrapped candy (to feed hungry volunteers)
- Monetary donations



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## HOW TO DONATE

1. The IDEA Store accepts donations during our open hours on Tuesday-Saturday. To give our team time to process donations, we don't accept donations on Sundays. If you have a large donation (more than one or two boxes), please call us in advance at (217) 352-7878.
2. For the easiest donation experience, drive to the back of the building and park in the loading dock. There is wheelchair-accessible parking at the top of the slope near the train tracks. Bring your donation inside to the green receiving doorway and ring the bell. A staff member or volunteer will come to help you. If you need help carrying your donation from your car, just ask and we'll be happy to assist you.
3. We review the contents of all donations before accepting them. This process goes very quickly if you use bags, containers, or clips to organize your donation by category!
4. We are a tiny nonprofit with space constraints, so sometimes we may need to ask you to hold your donation until we have room to accept it. We appreciate your patience!

If you're unsure about an item, please ask the following questions:

- Is it clean? Is it smelly or moldy, or has it been stored outside?
- Is it safe? Does it contain toxic materials (e.g., mercury thermometers) or have sharp edges?
- Would it be more appropriate for another thrift or reuse outlet (e.g., clothing, furniture, building materials)?
- Is it a personal care or used medical item?
- Is it culturally or racially insensitive?

If you answered "yes" to any of the questions above, please don't donate your item to the store! We can offer ideas for other outlets for donation or disposal on request. If you're still not sure, please give the store a call.

## WHAT NOT TO DONATE

- Clothing or clothing scraps
- Furniture
- House paint
- Food or food containers (with exceptions listed above)
- Stuffed toys or any toys larger than 2x2"
- Used cassette tapes or any VHS tapes
- Aerosols (spray paint, spray adhesive, etc.)
- Household recyclables (cans, bottles, junk mail, etc.)

**THANK YOU!!!**

**28 E. Springfield Champaign, IL (217) 352-7878**  
**[the-idea-store.org](http://the-idea-store.org)**