

RANDOM DROP-OFFS OF ITEMS TO THE CLUBHOUSE ARE NOT ALLOWED WITHOUT PRIOR CONTACT OR PERMISSION.

(The committee will decide how to dispose of unwanted items if this occurs.)

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DONATION PROCEDURE

If a homeowner has an item they wish to donate to the clubhouse, that homeowner or family of the homeowner needs to contact the Clubhouse Committee Chair. *(This contact can be via phone, email, text, or face-to-face means and include a description and possibly a photo of the item.)*

If the Clubhouse Committee Chair deems that the offered donation might be usable at the clubhouse, then the committee members should be notified of the offer. All clarifying questions and discussions need to be finalized within 48 hours.

Once a decision has been made, then the homeowner offering the donation can be contacted by the Clubhouse Committee Chairperson and copied to the committee members.

RECORD KEEPING

Each donation or clubhouse purchase should be recorded on a file card and filed under the appropriate room in a small file box kept in the Library of the Clubhouse. *(Using this age-old tested record-keeping will allow new volunteers to always have access to this information.)*

- Donated Item, date, and name and contact information of person donating it
- For new items purchased, include date, place of purchase, cost

DISPOSAL OF DONATED ITEMS

At the time that an item is no longer needed at the Clubhouse, the majority of Clubhouse Committee members need to make the decision of how to get rid of the item.

- The homeowner who had donated the item needs to be given a “courtesy contact” asking if they would like the donated item returned to them.
- If the donor does not wish to have the item back, then the majority of the committee needs to decide whether to trash it if broken or donate it somewhere else. *(This decision by the committee members can be made via email or during a meeting.)*
- Once the item is removed from the clubhouse, then the file card needs to be amended.