The Donation Batch and Drop-Off Record

Respect the owner, check the recipient, and finish delivery.

A donation is useful when the recipient accepts it and the handoff is completed. Ownership and item condition must be checked before collection becomes a promise.

Example: adults confirm a recipient's current household-item list, get owners' agreement, sort suitable clean items, and complete an accepted-time drop-off. Remaining unsuitable items receive a separate disposal or return decision.

01 Bound the collection

Make ownership and the next review clear.

Suitable collection spot and size limit

Owners whose agreement is needed

Item awaiting an ownership decision

Collection review date

02 Check recipient requirements

Use current official information.

Recipient and official contact route

Items currently accepted

Condition or packing requirements

Unsuitable items needing another route

The Donation Batch and Drop-Off Record / Review & follow-through

03 Assign the handoff

Name an adult who agreed to carry it.

Sorting and preparation owner

Confirmed transport or help

Accepted location and delivery time

Personal information to remove or retain

04 Close the batch

Record the actual result and clear the space.

Items actually accepted or delivered

Remaining item and responsible route

Collection spot returned to use

Future buying or storage habit to change