**Move-Out Donation Drive How-to’s**

Bag ALL food and toiletries before placing in ground floor donation bins. Use blue bags to sort and carry other donations to bins.

1. **Food & Toiletries**
   - Place bags in donation bins

2. **All Other Donations**
   - Place bags in donation bins

3. **Wood & Furniture**
   - Put next to dumpster

4. **Recycling**
   - Put in recycle bins

5. **Trash**
   - Put in dumpster

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**UNIVERSITY HOUSING & DINING**

**CAMPUS RECYCLING**

**SURPLUS PROPERTY**
Food (Unopened, Non-Perishable)
Collect in grocery bag & then place in ground floor donation bin. Must be bagged. Must be unopened & non-perishable.

Toiletries & Personal Hygiene
Place in grocery bag & then place in ground floor donation bin. Must be bagged (to prevent leaks onto other donations). Soaps, lotions, unused deodorant, etc.

Clothing, Towels, Bedding
Collect in blue bag & place in ground floor donation bin. Must be clean & dry, & in good condition.

Housewares
Collect in blue bag if it fits, otherwise place in ground floor donation bin. Items must be in good condition.

Broken Electronics & Media
Collect in blue bag if it fits, otherwise place in donation bin. Electronics, CDs & ink cartridges will be recycled if they are not reusable.

Large Furniture & Wood
Place all scrap wood (i.e. loft bed kits), and furniture that doesn’t fit into ground floor donation bins, on ground next to outdoor dumpster.

Recycling (Paper, Plastic, Metal, Glass & Cardboard)
Use ground floor recycling bins or outdoor cardboard bin.

Trash
Any items that can’t be donated or recycled should be taken to the outdoor dumpster.

Benefitting organizations: Linn Benton Food Share, local non-profits & OSU Surplus Property.
More info: http://tiny.cc/donation-drive