

NEWAGE EVOLUTION FOUNDATION

Guidelines for Accepting In-Kind Donations

Section 8 Company | Udaipur, Rajasthan | donate@newageevolutionfoundation.org | 72398 55301

We gratefully accept physical goods and materials from individuals, families, schools and organisations. All donated items are distributed free of cost to underserved communities for education, livelihood and welfare. Please read these simple guidelines before bringing your donation.

A. WHAT WE ACCEPT

Category	Examples of Accepted Items
Clothing & Footwear	Children's & adult clothes (washed), winter wear, blankets, school uniforms, shoes, sandals — New undergarments/socks only
Books & Stationery	School textbooks (Class 1–12), storybooks, notebooks, pens, pencils, crayons, school bags, geometry boxes
Electronics	Laptops, tablets, smartphones, projectors, calculators, printers, solar lanterns (must be fully functional; data wiped)
Furniture & Fixtures	Study tables, chairs, bookshelves, cots, floor mats, whiteboards, fans, mosquito nets (structurally sound & clean)
Food & Nutrition	Sealed packaged food (min. 1 month to expiry), dry rations — rice, dal, flour, oil; baby food, cooking utensils
Health & Hygiene	Sealed soaps, toothpaste, sanitary napkins, baby care products; wheelchairs, crutches, spectacles
Sports & Recreation	Cricket/football/badminton equipment, carrom, chess, skipping ropes, yoga mats, musical instruments, art kits
Vocational Tools	Sewing machines, tailoring tools, knitting equipment, carpentry tools, pottery/handicraft materials

B. CONDITION RULE (ITEMS NOT MEETING THESE WILL BE RETURNED)

Item Type	Minimum Condition Required	Special Note
Clothing	Clean, washed, no stains or tears	Undergarments: new & sealed only
Books	Readable, no missing pages	Outdated editions reviewed individually
Electronics	Must power on & function	Factory reset all devices before handover
Food (packaged)	Sealed, min. 1 month to expiry	No home-cooked or loose open food
Hygiene products	Sealed & unused only	No opened or partially used items

Furniture	No broken joints or sharp edges	Contact NEF before bringing bulky items
Medicines	Sealed, within expiry, OTC only	Prescription medicines need prior approval

C. ITEMS WE CANNOT ACCEPT

Used undergarments or innerwear ✗	Alcohol, tobacco or related products ✗
Damaged, torn, or stained clothing ✗	Politically or religiously provocative material ✗
Expired food, medicines or cosmetics ✗	Furniture with broken joints or sharp edges ✗
Broken or non-functional electronics ✗	Prescription medicines (without prior approval) ✗
Opened or partially used toiletries ✗	Any hazardous, offensive or adult-content materials ✗

D. HOW TO DONATE — SIMPLE STEPS

1	Sort & inspect your items — wash all clothing, test electronics, check expiry dates on food/medicines, factory-reset phones and laptops.
2	Call or email us first — especially for large quantities, furniture, electronics or food. This helps us prepare space and coordinate logistics.
3	Pack & label your bags/boxes — label each box clearly (e.g. "Children's Books", "Men's Clothes"). Segregate by category wherever possible.
4	Drop off at our location — Monday to Saturday, 11 AM – 5 PM. For large/bulky items, request a pickup at least 5 days in advance.
5	Receive your acknowledgement receipt — issued on the spot. A formal receipt with estimated value of donated goods will be emailed within 2 working days for your records.

E. IMPORTANT NOTES

- NEF volunteers will inspect all items on arrival. Items not meeting condition standards will be returned respectfully.
- 100% of accepted donated materials go directly to beneficiaries — no items are sold or retained by staff.
- In-kind donations are not eligible for 80G tax deduction (which applies to cash only). However, NEF will issue a formal acknowledgement letter with estimated value for CSR filing, audits or personal records.
- Corporate/CSR donations and institution-level drives should be planned at least 10 working days in advance. NEF can provide an MOU and needs assessment.
- NEF may photograph the distribution of your donated items (with beneficiary consent) and share impact updates with you.

Drop-Off Address & Contact

7, New Mangalam Complex, Near Bansal Dental Clinic, Shobhagpura, Udaipur, Rajasthan – 313001
 Phone: 72398 55301 | Email: info@newageevolutionfoundation.org

Drop-off Hours: Monday – Saturday, 11:00 AM – 5:00 PM

Thank you for your generosity. Every donation makes a difference.