



Fred Hutchinson Cancer Research Center  
UW Medicine  
Children's Hospital and Regional Medical Center

## **GUIDELINES FOR DONATING IN-KIND ITEMS OR PARTICIPATING IN A SERVICE PROJECT**

Thank you for your interest in donating items and/or participating in a Service Project benefiting the patients and families of the Seattle Cancer Care Alliance. Patients and their families come from around the world and stay in Seattle for several months, often far from home with limited financial resources and social support. Your thoughtfulness will go a long way to provide not only a much-needed service or project but a significant morale boost as well. Thank you.

Below are the steps to follow if you would like to make an in-kind donation to the Seattle Cancer Care Alliance:

**STEP 1: Please contact Volunteer Services at (206) 288-1072 before making any purchases.** There are a wide variety of ways that you can help our patients and families. We will be able to provide you with a Wish List that will be updated on a regular basis to assist in identifying needs within the clinic and our sites of care (Inpatient Units, Outpatient Clinic, Pete Gross House, Hutch School).

**STEP 2:** When you are ready to deliver your items to the Seattle Cancer Care Alliance Clinic, **please contact the Volunteer Coordinator, at (206) 288-1072 first to arrange a mutually acceptable date and time.**

**STEP 3:** Please be sure to include all **donor information** along with your donation so that you will receive proper acknowledgement. Please include Donor Name/Organization, Mailing Address, Items Donated, Approximate Value of Donation and a Phone Number should we need to contact you for any reason.

### **Delivery of Items:**

All donations should be delivered to the Seattle Cancer Care Alliance outpatient clinic located at:

**825 Eastlake Avenue East.  
Seattle Washington 98109**

Directions to the clinic can be found at [www.seattlecca.org](http://www.seattlecca.org).

If the items you are donating are to be designated for the Hutch School or the Pete Gross House, please let us know so that we can make delivery arrangements. Do not deliver directly to these sites without prior authorization so we can be sure that someone is available to accept the donation and can acknowledge it.

### **Volunteer Services Contact Information:**

Erica Karlovits, Manager of Volunteer Services	206.288.1071
Susan Greenwood, Volunteer Coordinator	206.288.1072
Kelly Dyer, Program Assistant	206.288.1073

Thank you, again, for considering an individual donation or organizing a service project supporting patients and families at the Seattle Cancer Care Alliance. **Please call the Volunteer Coordinator at (206) 288-1072 to arrange delivery or for more information.** Your donations to the Volunteer Services Program are tax-deductible to the extent permitted by the IRS. Thank you very much for your support!

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