

**materials for the arts**  
DEPARTMENT OF CULTURAL AFFAIRS

**Co-op Collection at 790 Riverside Dr.  
October 25<sup>th</sup> – October 28<sup>th</sup>, 2007**

www.mfta.org, Ph: 718. 729. 3001, Fax: 718. 729. 3941



# Co-op Collection

Raid your apartment to support the arts!

October 25<sup>th</sup> – October 28<sup>th</sup>

You can help by donating your immediately reusable items in good condition to Materials for the Arts (MFTA), NYC Department of Cultural Affairs. MFTA will in turn distribute those items to our roster of more than 3,500 recipient groups.

MFTA will be dropping off bins for donations in the Lobby and on the 5<sup>th</sup> & 12<sup>th</sup> floors of the building.

The building's donations will be added to the inventory of items at the MFTA warehouse where not-for-profit recipient groups can shop for free. In addition to **obtaining a tax letter for the total value of their goods**, donors will be reducing waste, and immediately reinvesting in arts groups, public schools and non-profit groups with arts programming throughout New York City.

The most crucial detail of the collection is that donations need to be immediately reusable, items cannot be broken and electronics or small appliances need to be in good working order.

## Steps for Donating:

1. Check to see if the item is on MFTA's list of donations **not accepted**
2. Is it an item not on the list? Will it fit in a bin?\*
3. If it will fit in a bin, neatly record all the information requested on your donor card.
4. Place your items and donation card in one of the black bags provided, tie it shut, deposit it in the bin
5. At the end of the collection a value will be calculated for all goods donated and a tax letter will be issued to the donors for their portion of the total value.

\* If your item will not fit in one of our provided bins there are two options for donation. Please refer to the back of this flyer for details.

## Collection Contacts:

### MFTA

Johnese R. Wilson, Volunteer Coordinator  
Materials for the Arts  
Ph: 718.729.3001 ext. 213  
jwilson@mfta.org

### 790 Riverside Drive

DeWayne Powell  
Phone #: 212-368-2327  
E-mail: angelusnovus@verizon.ent  
Apt. #: 12E

## Donations Always in High Demand:

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>● Art supplies</li> <li>● Small appliances</li> <li>● Telephones</li> <li>● Fax machines</li> <li>● Household items</li> <li>● Projectors</li> </ul> | <ul style="list-style-type: none"> <li>● Track lighting</li> <li>● Air conditioners</li> <li>● Computers*</li> <li>● Printers</li> <li>● Digital video cameras</li> <li>● Sound systems</li> </ul> | <ul style="list-style-type: none"> <li>● Drafting/Drawing tables</li> <li>● Laptops</li> <li>● Scanners</li> <li>● DVD players</li> <li>● VCR's</li> <li>● Sewing machines</li> </ul> |
|---|--|---|

## Items NOT Accepted at MFTA

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Beds</li> <li>● Bedding (pillows of any kind)</li> <li>● Clothing</li> <li>● Fabric furniture (couches or chairs)</li> </ul> | <ul style="list-style-type: none"> <li>● Food</li> <li>● Large appliances</li> <li>● Computers older than 4 years*</li> <li>● Chemicals or oil base paint</li> </ul> |
|---|--|

----- Cut along line and include with your donation (additional cards available at the bins) -----

Card \_\_\_ of \_\_\_



## Donation Card

Please print neatly and fill in all information requested

Name \_\_\_\_\_ Tel. # \_\_\_\_\_

E-mail \_\_\_\_\_ Apartment # \_\_\_\_\_

**Amount of bags donated:** \_\_\_\_\_

**Contents of each bag (please list):**

<i>Quantity</i>	<i>Item Description</i>

Please list large individual items that do not fit in the bins on the back of this card. These must be called into MFTA

**Value of items listed on this card:** \$ \_\_\_\_\_

## Large Items:

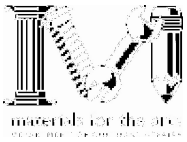
If your item is too large to fit in a bin you must contact MFTA (Johnese Wilson, 718-729-3001 ext. 213) by **OCTOBER 19<sup>TH</sup>** so that we can plan our truck space.

**Large items can only be placed near the pick up bin located in your building's Lobby** attached to a donation card. MFTA drivers cannot retrieve items from your apartment.

If you do not wish to leave your larger item at the bins MFTA might be able to add your item to the Direct Donations listing. Direct Donations is an online listing where MFTA groups can see available items that are not at the warehouse. If an MFTA recipient group is interested in your item they will contact you directly and make arrangements to pick it up. You can call the Direct Donations Coordinator (718-729-3001 ext. 203) to discuss this option.

**Materials for the Arts**, (MFTA), a program of the NYC Department of Cultural Affairs, collects donated materials and distributes them to over 3,500 organizations for reuse. MFTA is the largest provider of arts supplies to the NYC public schools. Annually, MFTA receives many tons of materials valued at millions of dollars that are kept out of landfills and distributed to non-profit arts organizations, public schools and social, health and community service organizations with arts programs. In return for their generosity individual and business donors regain valuable space and obtain a tax deduction for the items they donate.

----- **Cut along line and include with your donation (additional cards available at the bins)** -----



## Donation Card

Please print neatly and fill in all information requested

Large items not in the bins

<i>Quantity</i>	<i>Item Description</i>

\*These items must be called into MFTA Ph: 718.729.3001 ext. 213

**Value of items listed on this card:** \$ \_\_\_\_\_