

### **Furniture Donation Policy 11.30.13**

- 1) Owner to put something in writing about the intent to donate the furniture without the expectation of payment, specifying what furniture, accompanied with pictures if possible. Owner to specify instructions on who the donation goes to such as:
  - Donation to the general staff for raffle
  - Donation to specific staff member or member(s)
  - Donation to AOA for use by AOA, providing GM agrees that it can be used by the AOA (i.e. for AOA owned rental units, currently 269 & 412)
  
- 2) If Owner chooses to donate the AOA, AOA will document receipt of the item(s) and where they are to be used, and AOA staff will assist with moving furniture. If Owner chooses to donate to a specific staff member or member(s) those staff members are responsible for removing the furniture within 72 hours. If Owner chooses to donate to the general staff for a raffle, AOA to send out an email blast to AOA, TIOA, Aston, Hina Mana, and BAM. Give staff a week to respond.
  
- 3) Create a final list of names of interested staff.
  
- 4) If only 1 name, then the furniture goes to that person. If multiple names, we will conduct a raffle for the furniture by pulling one name (per furniture piece) from a box at random.
  
- 5) Staff to be given 72 hours to get the furniture off property. They will be given a form as proof of authorization to remove the furniture from the property.
  
- 6) If staff member does not get the furniture off property in a timely manner, another raffle will be conducted and we will repeat steps #2-5, above.