
Request to Donate Gifts-in-Kind at Southlake

Special Purpose Visitors

In keeping with Southlake's strict infection control protocols and our commitment to protect our patients' privacy rights, we are pleased to provide a formalized Request to Donate Gifts-in-Kind application process.

This process applies to all individuals, businesses, and associations wishing to donate non-monetary gifts to Southlake, such as toys, games, books, personal care packages, flowers, electronic items (i.e., new and used televisions, fans, etc.) and assistive devices (e.g., wheelchairs, walkers, crutches, etc.).

For individuals wishing to donate artwork, please contact the Gift Shop at 905-895-4521, extension 2107.

Completed Request to Donate Gifts-in-Kind application forms must be received by the Hospital's Corporate Communications Department no less than seven (7) days prior to the requested date of delivery by using one of the following methods:

By E-mail: CorporateComm@southlakeregional.org

Fax: (905) 853-2220
Attention: Corporate Communications

By Mail: Corporate Communications
Mailbox 15
Southlake Regional Health Centre
596 Davis Drive
Newmarket, ON L3Y 2P9

Drop off: East Information Desk
Attention: Corporate Communications

To ensure adequate distribution time, gifts donated at Christmas time must be received no less than four (4) business days prior to December 25th. Gifts received after this timeline will be stored for future distribution or donated to another local charity.

To ensure that all donations are appropriate and safe for the intended recipient(s), the following guidelines are used by Southlake when accepting gifts-in-kind:

- Only unwrapped gifts will be accepted.
- Toys requiring a power source must be accompanied by an AC adaptor. Batteries are not permitted for circulation to children at Southlake.
- All electrical items must be inspected by the Hospital's Biomedical Department prior to being officially accepted.

The following gift items will NOT be accepted:

- Used toys, including stuffed toys
- Toys made of glass or brittle plastic
- Toys with sharp edges or containing small parts that can be easily swallowed
- Spark-producing toys
- Toys representing violent themes (e.g., guns, swords, etc.)
- Painted toys, crayons, markers, paint, glue, etc. must be non-toxic
- VHS or cassette tapes
- Gifts of food, candy and/or other products containing edible ingredients
- Items made of latex
- Floral bouquets containing high-fragrance flowers, including but not limited to freesia, lilacs, lavenders, lilies (including day, tiger, Easter, lily of the valley, and star gazers), hyacinth, and peonies.

For the protection and safety of our patients and staff, failure to abide by the above approval process or any unscheduled visits to patient care area are strictly prohibited and may result in Security being called to escort individuals off the hospital property.

Media Coverage

Southlake does not arrange media coverage for donations of gifts-in-kind. Individuals or groups wishing to arrange their own media coverage must notify and obtain approval from Corporate Communications at least two (2) business days prior to the scheduled gift drop-off date.

Southlake reserves the right to decline any application as it may, in its sole discretion, determine necessary. All applicants will be contacted by Corporate Communications regardless of whether their application is accepted or denied.

Gift Suggestions:

All Ages

As many admissions to hospital are unexpected (i.e., following a visit to the Emergency Department), an invaluable and practical gift suggestion is a personal care kit. Popular items to include within a kit are:

- Toothbrush and toothpaste
- Bar of Soap
- Shampoo and conditioner
- Body lotion
- Deodorant
- Comb
- Slippers or thick socks
- Pen

Note: Razors and mouthwash containing alcohol are not permitted.

Infants/Toddler

- Rattles
- Musical toys
- Shape sorter
- Stacking rings
- Crayons
- Colouring books
- Story books
- Building blocks
- Dolls
- Stuffed toys
- Cars and trucks
- Wooden shape puzzles

Teens/Adults

- Novels
- Magazines
- Crossword/Word Search/Colouring books
- Writing paper/journals
- Craft kits
- Playing cards
- Gift certificates for music stores, department stores
- Board games, i.e., Monopoly, Life, Scrabble, Trivial Pursuit
- Small, handheld electronic games
- Personal care items

Supportive Care Bundles for New Moms requiring support:

Baby Items (0 to 3 month sizes)

- Sleepers
- Receiving blankets
- Warm blankets
- Sweater and hat sets

Mothers

- Comb
- Slippers or thick socks
- Toothbrush and toothpaste
- Bar soap
- Shampoo and conditioner

*** *Southlake reserves the right to reference Canadian rating systems to determine whether content or subject matter is appropriate for the intended audience. In addition, content or subject matter must:***

- *NOT include violent, frightening and/or threatening themes (e.g., war, death, illness, bullying, etc.) and,*
- *Be deemed politically and religiously neutral and appropriate for various ethnic, cultural, and religious backgrounds to enjoy.*

Southlake Regional Health Centre

596 Davis Drive
Newmarket, Ontario L3Y 2P9
Tel: 905-895-4521, ext. 6068
Fax: 905-853-2220
www.southlakeregional.org



SOUTHLAKE
REGIONAL HEALTH CENTRE



Request to Donate Gifts-in-Kind Application Form

PLEASE PRINT AND ENSURE THAT ALL QUESTIONS ARE COMPLETED AS FULLY AS POSSIBLE.	
Name of Contact Person: <i>(print first, last)</i>	
Address:	
Phone:	Cell:
Fax:	E-mail:
Please describe the gift(s), including quantity, that you would like to donate:	
My gift is most appropriate for the following age group(s):	
<input type="checkbox"/> All Ages <input type="checkbox"/> Infants/Toddlers <input type="checkbox"/> Teen/Adult <input type="checkbox"/> Supportive Care Bundle	
I would like my gift(s) to go to the following department(s):	
<i>Note: Every effort will be made to accommodate your request. However, should the area you have chosen be inundated with gift donations, Southlake reserves the right to re-distribute gifts to other areas/departments with an identified need.</i>	
<i>Southlake reserves the right to decline any application as it may, in its sole discretion, determine necessary.</i>	
<p>Completed application forms must be received by the Hospital's Corporate Communications Department no less than seven (7) days prior to the requested date of delivery.</p> <p>Additional questions can be directed to Corporate Communications at 905-895-4521, extension 6068.</p>	

