

Program Description

Welcome to the Ministry of Central Services Community Donations Program. This web-based program provides community organizations across Saskatchewan with the opportunity to acquire used government office furniture and equipment free of charge.

On the Community Donations Web site, community-based organizations can select items from an inventory of usable office furnishings no longer needed by government organizations. Different items are posted each week and one organization is randomly chosen to receive each listing.

The Community Donations Program is designed to assist community organizations in the valuable work they do to strengthen our communities and our province. The program enables government organizations to recycle useful furnishings and donate them to the community for the benefit of everyone in Saskatchewan. Community organizations can find free furnishings that are available in their city or local area and easily pick them up without incurring expensive delivery charges.

Register for the program

Non-profit and charitable organizations and government organizations donating the office items are invited to register for the program on the Community Donations Web site under **registration**. Click on the **requested role** and select the appropriate category for your organization.

Community-based organizations that are registered in the program gain access to a weekly updated listing of used office items complete with descriptions, locations and Terms of Transfer for each item. All donated items must meet program standards before they are posted.

Items may include used furniture such as desks and chairs, office supplies such as calculators and filing cabinets, and equipment such as printers, cell phones and computers. The items are listed under **postings** on the Web site.

Every week from Thursday to Wednesday, community-based organizations can express an interest in any of the items posted by clicking on the **request** button. At the end of the week, one organization is randomly chosen by computer to receive each listing. Successful recipients are notified by the program administrator.

Community-based organizations are responsible for claiming and picking up awarded items through a mutual agreement (Terms of Transfer) with the supplying organization. Items that are not selected or claimed by a community organization remain the responsibility of the government organizations donating them for disposal.

If you have questions about the program, or would like more information, please contact the Community Donations Program Administrator at help@communitydonations.ca.

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