

## Make A Difference Day Collection Trucks

May 18, 2014 10 a.m. – 1 p.m.

### Habitat for Humanity

- Kitchen appliances
- Furniture
- Household items

### Funds2Orgs

- Gently worn shoes of any kind

### Clara's Closet (Central Park UMC)

- gently-worn clothing
- baby items
- toys
- small household items (no furniture)

### Shred-It

- Outdated bank statements, tax returns, receipts, correspondence, etc.

#### *Executive Level:*

- Strategic Reports
- Budgets
- Legal Contracts
- Correspondence

#### *Research & Development:*

- New product information
- Reports
- Formulas, product plans and tests
- Specification Drawings

#### *Human Resources:*

- Payroll Information
- Performance Appraisals

#### *Accounting and Information Technology:*

- Payroll statements
- Budget schedules

- Applications
- Disciplinary reports and promotions
- Medical records
- Treatment programs

- Internal reports
- Supplier information
- Customer lists

*Operations:*

- Manuals
- Training Information
- Activity sheets
- Contracts
- General service information
- Health and safety issues
- Appraisals, product testing, etc.

*Procurement:*

- Supplier records
- Supplier specifications
- Supplier purchase orders
- Supplier confidential information
- Corporate records

*Sales & Marketing:*

- Customer lists and contacts
- Strategies
- Advertising
- Activity sheets
- Training information