

Make A Difference Day Collection Trucks

May 18, 2014 10 a.m. – 1 p.m.

Habitat for Humanity

-Kitchen appliances

Shoe Collection

-Shoes (any condition, any size, any style)

Clara's Closet (Central Park UMC)

-gently-worn clothing

-baby items

-toys

-small household items (no furniture)

Shredding Truck

-Outdated bank statements, tax returns, receipts, correspondence, etc.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

-Applications

-Disciplinary reports and promotions

Accounting and Information Technology:

-Payroll statements

-Budget schedules

-Internal reports

-Supplier information

- Medical records
- Treatment programs

- 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