



OFFICE NEEDS TO OPEN **OUR FACILITIES**

- Office Building (approx 3,500-4,000 sqft) with 3+ offices, 2+ restrooms break room and a conference room
- 5 personal desks with chairs
- 5 All in One PCs
- 5 laptops
- 1 large receptionist desk/chair
- Reception area furniture (couch, chairs, coffee table, end table, magazine subscription)
- Large conference desk with 6+Large chairs
- Whiteboard with markers
- 6 landline phones and 1 conference phone
- Internet access / Wi-Fi account
- Backup server or drive
- Large floor model office printer
- 2-3 desktop printers with various capabilities
- Hole punch machine
- Paper weight
- 3 staplers
- Printer paper/shredder
- Office organizer set
- Postal equipment (stamps/envelopes)
- Invoices
- 3+ Scissor/Tape
- 2 large file cabinet / file folders
- Mats/rugs
- Stationary with letterhead
- Business cards
- Pens/pencils
- Pen/pencil holders
- White out
- Security system
- Keys
- Sirius music subscription
- TVs
- Plants
- Lighting/light bulbs
- Office decor (clocks pictures etc).
- Signage
- Cleaning Supplies
- Mop / Broom and dustpan
- Vacuum
- Trash bags
- Cleaning towels
- Cleaning products (dishwashing liquid, glass cleaner etc)
- Bathroom tissue
- 3+Paper towel machines
- 3+ Soap dispensers
- Kleenex
- Break room table/chairs(6)
- Refrigerator
- Water cooler/water account
- Coffee maker/ coffee & creamer
- Toaster
- Plates/cups
- 1 large and 10 small Trash cans
- 2 First aid kit/defibrillator
- 3 Fire Extinguishers



ITEMS FOR SUITCASES

(That the Women of Metropolitan Police Dept Donated)

- *Hair Brushes/Combs*
- *Scrunchies/Hair Ties*
- *Throw/blanket*
- *Small Pillow*
- *Pads/Tampons*
- *Underwear*
- *Toothbrush/Toothpaste*
- *Electronic Toothbrush*
- *Deodorant*
- *Shampoo/Conditioner*
- *Journal / Pens*
- *Purses/ Bags*
- *Lotions/ Bath Gels*
- *Jewelery*
- *Polaroid Mini Camera*
- *Perfume/ Body Sprays*
- *Ballpoint Pens/ Pencils*
- *Epson Salt (Dr Teals)*
- *Bubble Bath*
- *otepads/ Lined Notebooks*
- *Tablets/ Kindle Fire*
- *Mini Polaroid Camera/ Film*
- *Bath & Body works*
- *Tree Hut Body Scrubs*
- *Bubble Slide*
- *Hello Mint teeth Toothpaste*
- *2 Piece Legging Set*
- *Candles*
- *Purple*
- *Dove Pampering Body Wash*
- *Jergens Lotion*
- *Method Body Wash*
- *Affirmation Books*
- *Devotional Books*
- *Make-up Bags/Make-up*
- *Hair Products (Various Hair Textures)*
- *Shavers/Razors*
- *Self Standing Mirrors*
- *Bracelets*
- *Socks*
- *Wallets*
- *Food/Visa Cards*
- *Snacks (chips, cookies, candy, nuts etc.)*
- *T-Shirts with Positive Sayings*
- *Water Bottles*
- *Inspirational Plaque*
- *Personal Fan*

We have 45 suitcases to fill. We would prefer all of these items to be bright in color and that all personal care items be name brand... not because the products work better (although they usually do), but it shows that we believe these children deserve THE BEST.



EVENT SUPPLIES FOR 25-45 GIRLS

(Sponsor our events or donate items needed)

Van (to transport girls)

Camera/Tripod

5 Chairs

2 6' Tables

Tent/Signage

Projector/Screen

Laptop

Extension cords (indust.
strength)

Bluetooth Speakers

Alexa (for music)

Dolly

Baskets/Ribbon/Bows

Wrapping Paper/3 Raffle Gifts
(\$50 each)

Balloons/Helium Tank

Vases/Flowers

Tablecloths/Napkins

Paper Plates/Cups

Hand Sanitizer

Food/Snacks

Drinks

Condiments (Mayo, Ketchup,
Mustard)

Pens/Pencils/Markers

Paper/Folders

Posterboard

2 Collapsible Utility Cart

Craft Supplies

In addition to these items, each event is themed and will require additional items to match that theme. Since this will vary, we estimate a cost of \$30-\$50 per girl.