



First Place Wish Lists: Office Supplies, Technology, Staff Break Room and Maintenance

URGENT Ongoing Agency Needs—All Departments

- ❖ White copy paper
 - ❖ Gift Cards to Target, JCPenney, Sears, Payless Shoes, Safeway, Grocery Outlet, Fred Meyer, Winco, Salons, Fast Food
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Office Supplies Wish List

- ❖ Ballpoint pens-Black or blue
- ❖ Scotch tape refills for desktop dispensers
- ❖ Address label sheets (Avery 5160)
- ❖ File folder labels, 1/3 cut
- ❖ White board cleaner spray
- ❖ White Copy Paper
- ❖ Folders, 6-fastener with 2 tabs, letter size (SMEAD 14057), colored,
- ❖ Folders, 2 Fastener, Letter size (SJ PAPER S13641), colored, quantity: 100
- ❖ Rolodex (4) (See Amazon wish list for styles)
- ❖ Weekly/Monthly Planner for 2010, 8" x 9" (4)
- ❖ Staplers (4)
- ❖ 2 hole punch (2)
- ❖ 3 hole punch (2)
- ❖ White-out
- ❖ 4 Drawer file cabinet

Technology and Marketing Wish List

- ❖ Plastic brochure & flyer display stands
- ❖ MicroSD memory card for a flip camera
- ❖ Blank CDs and DVDs
- ❖ 4-Grounded extension cords (3-prong, 100 foot long)
- ❖ Microsoft Windows Vista Business 32-Bit (1 copy)
- ❖ Microsoft Windows 7 Ultimate (2 copies)
- ❖ Microsoft Project (1 copy)
- ❖ Adobe CS4 Illustrator (1 copy)

Cleaning Supplies Wish List

- ❖ New, clean sponges
- ❖ Clean, refillable spray bottles for cleaning
- ❖ Big bottle of white vinegar
- ❖ Big box or bag of baking soda
- ❖ Lysol wipes
- ❖ Dish drying rack
- ❖ Dish soap
- ❖ Dish towels
- ❖ Air freshener

Staff Breakroom Wish List

- ❖ Coffee Maker (at least 10 cup)
- ❖ Ceramic Coffee Mugs, up to 30
- ❖ Metal silverware, especially forks, 10-20 sets
- ❖ Ceramic cereal/pasta bowls, up to 10
- ❖ Paper napkins, paper plates, & table cloths
- ❖ Herbal tea bags
- ❖ Indoor plants, like a peace plant or pothos

Van Maintenance Wish List

- ❖ Screw drivers (Flat head and Phillips)
 - ❖ Wrenches (All sizes)
 - ❖ Socket wrench
 - ❖ Socket extensions
 - ❖ Sockets all sizes
 - ❖ Cordless Electric Drill and Bits
 - ❖ Extension cords (2, each about 100 feet long)
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Creative ways to use this list:

- Create a Gift Drive. Choose a program and challenge your coworkers, neighbors, & friends to collect items.
- Hand this out as *your* Birthday Wish List or Holiday List!
- Forward this list to 10 people you know and ask them to consider what they can do to help.
- No time to shop? Pick up a gift card for the amount you'd like to spend.
- Go to Amazon.com and search for the First Place Wish List. Have your donation shipped directly to us. It's that easy! Start on the First Place home page, and click on the Amazon link there to start your shopping, and we will get 5-10% of the value of your purchase donated back to us.

Ready to Donate?

To set up a time to bring your donation to First Place, call Lisa Foss at (206) 323-6715, ext 1109.

We also accept donations of checks & credit cards. Call Chris Cooper at (206) 323-6715 ext. 1302.

Want to plan something bigger? Call Chris Cooper at (206) 323-6715 ext. 1302.
