Abilene Campus Donation Process

Purpose

Donation of Supplies for Medical Community: Texas Tech University Health Sciences Center (TTUHSC) is coordinating a means to accept and distribute donated supplies, equipment, and Personal Protective Equipment (PPE) to address the needs of the medical communities of Abilene.

Donation of Food for TTUHSC Students: We are also accepting food donations for our Helping Hands Food Pantry for TTUHSC Abilene students.

Monetary Donations: Monetary donations can be made online using the following link https://donate.give2tech.com/?fid=IA000675

To make your gift by check, please make your check payable to: Texas Tech Foundation, designate how your gift should be used on the memo line and mail to:

Texas Tech University System
Financial Services
Box 45025
Lubbock, TX 79409-5025

If you have any questions, please call us toll-free at 1.866.448.3888.

Donation Timeline

• Drop-offs Tuesdays and Thursdays between 2pm – 4pm
• Beginning April 7th until further notice

Drop Off Location

Drop off is located at the front of the main Visitor entrance to the Nursing building, Texas Tech University Health Sciences Center, 1674 Pine St (starred area).
Suggested Donation Items

Medical Supplies:
1. Exam gloves - all sizes
2. Isolation gowns
3. Bleach and alcohol wipes
4. Eye shields
5. Face shields
6. Isolation masks
7. N95 masks
8. Home-made items, such as face masks must be segregated for cleaning but can be accepted

Food Donations:
1. Please ensure item is not expired.
2. The following chart shows the approved donation items:

<table>
<thead>
<tr>
<th>Breakfast &amp; Snack</th>
<th>Lunch &amp; Dinner</th>
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</thead>
<tbody>
<tr>
<td>Peanut Butter</td>
<td>Hamburger Helper</td>
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<tr>
<td>Oatmeal</td>
<td>Box/Bag of Mashed Potatoes</td>
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<tr>
<td>Granola Bars</td>
<td>Mac and Cheese</td>
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<tr>
<td>Cereal (single serving boxes)</td>
<td>Spaghetti Noodles</td>
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<tr>
<td>Crackers</td>
<td>Spaghetti Sauce</td>
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<tr>
<td>Pop Tarts</td>
<td>Spaghetti-O's</td>
</tr>
<tr>
<td>Nutrition Bars</td>
<td>Ravioli</td>
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<tr>
<td>Drinks</td>
<td>Bag of Rice</td>
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<tr>
<td>Bottled Water</td>
<td>Bag of Beans</td>
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<tr>
<td>Juice Boxes</td>
<td>Knoor Sides</td>
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<tr>
<td></td>
<td>Canned Soup (please no cream of chicken/mushroom etc.)</td>
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</tbody>
</table>

Procedure
1. During specified donation periods, donors will place their donations in the drop box located outside the Visitor’s Entrance of TTUHSC.
2. Items will be inventoried by TTUHSC employees.
3. Medical supply donations will be distributed to local health facilities, and food donations will be made available to TTUHSC students who submit a food aid request.
4. Large donations, such as truckloads of material, that will require special moving equipment or additional staff, are to be coordinated and scheduled separately from the drive-up hours. Contact number to be used is 325-696-0406.
Roles and Responsibilities
External Relations will publicize this through news outlets, social media, and the TTUHSC website. TTUHSC Abilene staff will sort and distribute materials to appropriate clinics.

Contacts:
1. Ruth Austin: (325) 696-0406
2. Adam Lenius: (325) 696-0456