Dear CSL Partners,

The WVU Office of Sustainability and the Center for Service and Learning are delighted to collaborate on an initiative to support our non-profit community and state agency partners, while reducing landfill waste. Remaining WVU Surplus items that have not been redistributed within the university or auctioned can be donated to qualifying non-profits, agencies, and schools.

The streamlined process outlined below is for **Official Partners of Center for Service and Learning only,** because you have already met the vetting requirements through your partnership. Scroll to the end of the FAQ’s for information for non-partner organizations.

Items available for donation will be described through an email listserve. To be added to the listserve, complete the [**CSL Partner WVU Surplus Opt-In Form**](https://wvu.qualtrics.com/jfe/form/SV_ea1qA0OrcnoCpH7). The donations will be awarded on a first-come, first-served basis, and all donations are required to have the appropriate official from the receiving organization sign a Property Transfer Form upon receipt of property.

Once a qualifying organization is awarded a donation, the organization is responsible for arranging a transfer time with the WVU property representative and for transporting the property donated.

**FAQ’s**

**Who is eligible to receive the surplus items?**

* West Virginia 501C3 non-profit organizations.
* Educational facilities
* Municipal and county offices
* Public schools

**What kinds of items are typically available?**

* Furniture items make up about 90% of what is available (such as desks, file cabinets)
* Some office supplies – such as hanging file folders, binders, etc.
* Some medical supplies
* Very limited electronics

**How does it work?**

1. [Complete the contact form at this link.](https://wvu.qualtrics.com/jfe/form/SV_ea1qA0OrcnoCpH7) You must establish **a single email address** to receive listerve notices sent from the WVU Office of Sustainability when items become available.
2. You may respond to the email and request available items on a ***first come, first served*** basis.
3. A waiver regarding the condition of items and transporting at your own risk must be completed on site upon receipt of the property.  Only the executive officer or representatives listed as designees on the contact form may sign property transfer forms and must do so ***in person***.
4. WVU cannot deliver items. They are donated as is, where is.

**Where do I go to pick up items I have claimed?**

          Items offered are located in various WVU campus buildings and locations are detailed after items are claimed.

**Can I just tell you what we are looking for and you can contact me if it becomes available?**

Sorry, no! We are not able to maintain a request list. Your best option is to read the emails sent out about available items and respond promptly if there is something you would like. Batches of items are usually sent to the listserve about once or twice a month.

**Our organization is not a partner of the Center for Service and Learning. How can we be approved to receive surplus items and added to the listserve?** Visit: <https://facilitiesmanagement.wvu.edu/administrative-support-services/property-surplus/donations>

**How can we become an Official Partner of the Center for Service and Learning?** Visit: [https://service.wvu.edu/partners/community-partner-program](https://service.wvu.edu/partners/community-partner-program%20) to learn more or contact cwhitworth@mail.wvu.edu