

# COUGAR FREE STORE GUIDE



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## Introduction

The Cougar Free Store is a place where members of the CofC community can donate and take items with no cost attached. The Free Store began with the Center for Sustainable Development (CSD) recognizing that students would often discard still-usable goods throughout the year, especially during move-out. This grew into the current initiative - to create a space that encourages reuse, diverts waste, and serves as another on-campus resource for students and staff. Fun fact- the Free Store receives an average of 350 lbs of donations per month!

As you read this guide and hopefully plan a visit, please note that all listed policies and expectations are subject to change! We are always open to receiving feedback, so please don't hesitate to let us know through our suggestion jar (*more on pg. 4*), email (*pg. 5*), or in-person if there's a change you would like to see.

# General Policies & Procedures



## FOUNDATIONS OF THE STORE

The primary purpose of the Free Store is to be a resource for everyone on campus. That being said, there are some policies that we need everyone to follow so the store can run smoothly.

This is an overview of the procedures for store operation - the following sections can provide more information on specific topics: Donation (*pg. 3*), Taking (*pg. 4*), and Other Resources (*pg. 5*).

- **Please take things to use or give, not to resell.** This is a place for Cougars to mutually benefit each other; if you need assistance that we can't provide, check out the Other Resources (*pg. 5*) section or the 'Free Board' in our store.
- **Donations must be clean, in working condition, and useful to someone else.** Check the 'We Accept/Don't Accept' (*pg. 3*) section before you donate if you're not absolutely sure we'll take it. If something is broken, the campus has many recycling options, including e-waste, textiles, ink cartridges, and beauty products. For more information, see our [Zero Waste page](#).
- **Please only donate and/or take what you can carry.** Keeping it limited to what you can easily carry means we have time to go through your donations and our stock (especially limited items) isn't being rapidly depleted.
- **If you take anything, please 'check-out'.** We ask that you write down what you took at the front so we can keep track of inventory.
- **Exercise empathy and common sense.** Most of our other policies are based on this - please be respectful of your fellow Cougars (including those running the Store!) and the items we stock.

## Hours of Operation

Monday - Thursday:  
10 a.m. - 5 p.m.

Friday: DONATIONS ONLY  
10 a.m. - 2 p.m.

## Location of the Store

Our address is 207 Calhoun Street, in the first room to the right (102). We're listed as the "Multicultural Center: Multicultural Student Programs & Services" (#12) on the official campus map.



# All About Donating

## WHAT WE STOCK, WHAT WE DON'T, AND HOW TO GIVE

As of Fall 2022, donations are only accepted on Fridays (between the hours of 10 a.m. - 2 p.m.) **or** by appointment. If you need to set up a donation appointment, please email [zerowaste@cofc.edu](mailto:zerowaste@cofc.edu).



### *We DO accept:*

- Art and school supplies (notebooks, writing utensils, filler paper, rulers)
- Electronics (calculators, alarm clocks)
- Small home goods (lamps, trashcans)
- Books (textbooks, novels)
- Cooking/kitchen supplies (dishware, functional appliances)
- Clean clothing
- NEW & unopened personal hygiene items
- And more! If you're not sure about us stocking an item, please ask.

### *We DON'T accept:*

- Used or opened personal hygiene items
- Undergarments
- Swimwear
- Furniture
- Used bedding & pillows
- Stuffed animals
- DVDs
- Large appliances/home goods
- Fuel canisters
- File folders
- Broken items (a small amount of wear is okay)
- Anything you can't comfortably carry here!



***Remember: donations must be clean, in working condition, and useful to someone else.***



## How to Take

TAKE WHAT YOU NEED, LEAVE WHAT YOU CAN

### *Before you go: Check Out!*

At the front of the store, there's a sign-out sheet where you'll write what you took. This helps us know how many people are using this resource and what items have been taken.

There's also a suggestion jar if you have any ideas that could help us improve and shape the store in a way that YOU want!

- **Take no more than one bulky item per visit.** Our appliances and larger goods are typically in short supply, so please leave some for your fellow Cougars!
- **Bring your own (reusable) bag.** Many of our items don't have typical packaging that 'new' goods have, so it's in your best interest to bring something to help carry your finds! If you do forget, we try to have bags in-store for you to use, but those will be limited & not guaranteed.
- **Put things back where you found them.** This helps us keep track of inventory.
- **If you can't reach or find something, ask for help!** There should be someone in the Center for Sustainable Development building during our open hours, likely on the 2nd or 3rd floor - don't be afraid to find someone and ask them any questions you might have.





## Contact Information

Appointment email: [zerowaste@cofc.edu](mailto:zerowaste@cofc.edu)

General CSD email: [sustainability@cofc.edu](mailto:sustainability@cofc.edu)

## Join our GroupMe!



## Additional Resources

- [Student Food and Housing Insecurity online index](#)
- [2019 Community Resource Guide.pdf](#)
- [Cougar Food Pantry](#)

### Off-campus donation:

- [Closet Case Thrift](#)
- [Teachers' Supply Closet](#)
- [Charleston Friends of the Library](#)
- [Charleston Habitat for Humanity ReStore](#)
- [Charleston Mattress Recycling program](#)
- Free Your Stuff Downtown Charleston Facebook page
- Buy Nothing Charleston Facebook page

*Thank you!*