

June 2018





A few of the items we currently need:

General Office Supplies / Paper Products:

- Avery 5160 (or equivalent) laser address labels
- File folders—letter size '1 / 3 tab' (manila or color)
- 8.5" x 11" multiuse copy paper, white or colors (pastel green, yellow, or orchid)
- Rolls or booklets of 'Forever' stamps (firstclass) and postcard stamps
- Office Depot/OfficeMax gift cards (very helpful for last minute office needs)
- Facial tissues, toilet tissue, paper towels, cleaning supplies (for office use)
- #10 security envelopes
- Self-adhesive name badges (specifically with blue or red outline)
- Rolls of plastic packing tape (the type that fits packing tape guns)
- Multi-brochure holder (Office Depot item #318684)

<u>Miscellaneous</u>:

- Grocery Store gift cards (for purchasing food for trainings/events/meetings, etc.)
- Toiletry items for client CarePackages (shampoo, soap, cleaning supplies, etc.)
- 30"x 96" rectangular folding table (8 ft.) (new or gently used)
- 2 padded tablecloths to fit an 8-foot table
- 10' x 10' pop up canopy (such as: Lowe's Zshade item #806328 model #ZSB1010ALBL)
- Convertible hand truck / platform dolly (Home Depot—model #DC35081)
- Bankers boxes with lids (new or gently used)
- Sturdy, metal, shelving units-two needed
- An upright vacuum for the office (for use on carpet and tile)

<u>TIHAN's Amazon Wish List</u>

Are you able to help TIHAN by purchasing something for us from our current wishlist?

Through Amazon and AmazonSmile, you can easily support TIHAN with our administrative and direct support needs by ordering wishlist items and shipping directly to the TIHAN office. If you are an Amazon Smile shopper, you can also select Tucson Interfaith HIV/AIDS Network to receive 0.5% of the price of your purchase too!

Here's how it works:

- Log in to your Amazon Smile account. Under "Accounts & Lists" select "Find a List or Registry" and type "TIHAN" or "Tucson Interfaith HIV/AIDS Network" in the search bar.
- 2. Make your product selection(s) and add them to your cart.
- Upon checkout, select Tucson Interfaith HIV/ AIDS Network address for the delivery address. Please add a gift receipt so we can acknowledge your generous in-kind donation.
- 4. Finalize all remaining details for your order, review for accuracy, and place your order.



Jhank you!

If you have any questions about contributing items to TIHAN, please contact our Operations Manager, Maggie McCann, at <u>OperationsManager@tihan.org</u> or 299-6647 ext 204.