



How to Do a Donation Drive In 8 Easy Steps

Organizing a drive to collect food, personal hygiene items, or clothing is an easy way for you, your friends, neighbors, and co-workers to get involved at Preble Street and to help respond to hunger and poverty in our community. Our programs rely on donations big and small, and every little bit helps those in need.

Conducting a drive is easy:

1. **Decide what to collect.** We always need nonperishable food items and travel size toiletries, but we often need seasonal items as well. Call us to find out what we need most.
2. **Pick your target.** Who will participate in the drive? Try to get as many people involved as you can! Schools, churches, places of work, gyms, clubs, and any other place where people congregate are great places to hold drives.
3. **Set a date.** When will you collect items? A single day can be effective, but a whole week gives everyone a chance to bring something in.
4. **Let us know that you are conducting a drive** and when you plan to bring us the donation. Call 775-0026 x1115.
5. **Establish a drop-off point.** Where will the items be collected? Get permission to put a large box in a visible spot to help remind people to bring things in. The more attractive box, the better!
6. **Spread the word!** Create posters with the times, dates, and locations for drop off as well as the items needed. Post them everywhere! Also send out emails, post to facebook, let us know so we can post to facebook, talk to people in person, run an article in your group's newsletter or bulletin.
7. **Collect the items.**
8. **Deliver the donation to Preble Street.** Our staff will help unload your vehicle(s).



for more information

call 775-0026 x1115 or e-mail development@preblestreet.org



Preble Street

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