

HOW TO ORGANIZE A DONATION DRIVE

In every community there are people whose basic needs, from food to school supplies, are not met. A collection drive is a good way to address those needs if individuals or local businesses can donate items they have or can easily purchase.

First Steps:

- Choose a charity that needs your donations. (Many local organizations, from food banks to homeless shelters, try to provide services for people in need and can use your help.)
 - Contact the charity to:
 1. Find out what it needs most (for ex. canned food, clothes or books)
 2. Ask whether it has any resources to help with the drive (such as flyers or donation boxes)
 3. Set the drop-off date
-

3-4 Weeks

BEFORE THE DONATION DRIVE

- Decide how you'd like people to donate items (ex. drop-off locations, special event)
 - Advertise—including date, time and location of the drive. Put up posters, send emails, and spread the word on social media.
-

2 Weeks

BEFORE THE DONATION DRIVE

- Find volunteers to help you collect, sort and drop off the donations
-

Day

BEFORE THE DONATION DRIVE

- Give volunteers specific responsibilities
 - Label and decorate the boxes to catch people's attention. Use the logo or symbol of the organization you're donating to if you have it.
 - Gather material on the organization to hand out
-

The Day

OF THE DONATION DRIVE

- Set up the location where you'll be collecting donations
- Sort donations
- Drop donations off at the organization
- Share your story on social media to inspire others!



ILLINOIS HOLOCAUST MUSEUM
& EDUCATION CENTER

Developed by the Take A Stand Center at the Illinois Holocaust Museum & Education Center