

How to Organize a Donation Drive

Step 1: Specify!

Determine what you're collecting. We suggest focusing on one type of item - whether it's food, coats for kids, school supplies, or supplies for a local shelter. This will make your drive both easier to organize and generally much more successful.

Step 2: Publicize

Start publicizing as soon as you can to make sure everyone knows about the drive. Try using flyers, announcements in your newsletter, personal notes and reminders and simple word-of-mouth to let everyone know the what, when, where and why of your drive.

Step 3: Inform

Remember that the success of a collections drive is measured not only in the number of items collected but also by how many people have been reminded or have even gained a new awareness of the organization you selected and those served by the program. Be sure to include background information about the organization in your publicity.

Step 4: Collect

Any large, sturdy box works well for collecting, storing, and transporting the donations. If you don't have boxes try asking your local grocery store. Plain brown cardboard boxes are pretty boring but a few decorations can grab the attention of those passing by and serve as a reminder that your drive has begun. Of course, even a box with flashing neon lights won't attract much attention sitting in a dark corner, so be sure to place your boxes in a central and visible high traffic area. Then just sit back and watch the donations pile in!

Step 5: Drop it off

Don't forget to arrange a means of getting all the stuff you've collected to the organization when the drive is over.

Tips for Organizing a Great Donation Drive:

- Select 2 or 3 people from your school to lead the collection drive and determine the drive dates.
- Place labeled boxes around your school in high traffic areas.
- Work out the details for loading, unloading and delivering with the agency if they cannot pick up the items.
- Consider storage for the items. If you can leave the items where they are collected this will act as a "display" to help promote the drive. If not, determine where you might store the items until your delivery date.
- Request vans or large trucks for if you will be delivering the items.
- Make sure all those involved in organizing the collection have the delivery contacts and location in case there are any questions/issues when delivering.
- **For more information about the drives, please contact Marci Zogg at United Way at 563.344.0334 or mzogg@unitedwayqc.org.**

Donation Drive – Option #1

River Bend Foodbank, Moline, IL

Contact: Karen Laughlin, 309.764.7434 – Ext. 2, tcblaughlin@mchsi.com

What They Do: River Bend Foodbank, a non –profit 501(c)(3) organization, collects wholesome donations of food from the food industry for distribution to more than 300 charitable community organizations that support the hungry. Located in Moline, Illinois, River Bend Foodbank has 25,000 square feet of warehouse space.

Who They Serve: River Bend Foodbank serves a 22 county area including Scott, Muscatine and Clinton in Iowa and Rock Island, Mercer, Whiteside, Carroll and Henry in Illinois.

Needs: The Foodbank collects all types of nonperishable food items but is always in need of the following:

- Canned meat
- Tuna
- Rice and pasta
- Soups, stews and chili
- Peanut Butter
- Cereal

Please note, the Food bank has boxes available for your drive and is able to pick up the collected items with a 72-hour notice.

Donation Drive – Option #2

First Day Fund – School Supply Collection Drive – The First Day Fund is in need of school supply items year round in order to ensure each child has the materials they need to be successful in school.

Contact: Terry Lane, 309.799.8982

What They Do: The First Day Fund through Zonta Club of the Quad Cities collects and distributes school supplies to area children meeting the school free/reduced fee meal program.

Who They Serve: Moline, Rock Island and Sherrard School Districts in Illinois.

Needs: The First Day Fund collects all types of school supply items but is always in need of the following:

- Pencil boxes
- Erasers
- Scissors
- Washable Crayola markers
- Rulers
- Wide ruled notebook paper
- Loose leaf paper
- Crayons
- Book bags
- Pocket folders.

Please note you will need to provide your own boxes for this drive. Contact Terry Lane to determine the delivery or pick up details.

Collection Drive – Option #3

Quad City Displaced Youth

Contact: Pr. Dave Geenen, 786-6925 and Pr. Stacie Fidler, 786-6333

What They Do: Assist Displaced youth.

Who They Serve: Quad City Homeless Youth serves Scott and Clinton in Iowa and Rock Island, Mercer, Whiteside and Henry in Illinois.

***Needs:** The Schools have identified students who are displaced and are in need of:

- Shoes
- Socks
- Underwear
- Coats
- Underwear
- Mittens
- Gloves
- School supplies
- Toiletries

There are currently 400-700 youth who are without a stable home environment and have been identified as displaced from the school districts. They have requested that all items be new.

You may drop off items at 15th Avenue Christian Church (M-Th 8:00am – 1:pm) or Moline Education Association Building (the old Coolidge School) – 3430 Avenue of the Cities in Moline.

Complete Contact Information:

Pr. David Geenen
15th Avenue Christian Church
3600 15th Avenue
Rock Island, IL 61201
309-786-6926

Pr. Stacie Fidler
St. John's Lutheran Church
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