

HOW TO DO A DONATION DRIVE IN 8 EASY STEPS



Organizing a drive to collect food, underwear, socks, gloves, jeans, backpacks, personal hygiene items, or other critical items is a simple way for you and your friends, neighbors, or co-workers to get involved at Preble Street and help your neighbors in need!

Conducting a drive is easy:

1. **Decide what to collect.** We always need food, clothing, backpacks, and toiletries. Check preblestreet.org/in-kind-donations for the most up-to-date list of needs.
2. **Pick your audience.** Who will participate in the drive? Try to get as many people involved as you can! Schools, churches, workplaces, gyms, clubs, and any other space 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 207-775-0026 x1270.
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.
6. **Spread the word!** Create and hang posters with the times, dates, and locations for drop-off as well as the items needed. Also send out emails, post to social media (tag @PrebleStreet so we can re-share), talk in person, or run an article in your group's newsletter.
7. **Collect the items.**
8. **Deliver the donation to Preble Street:**
 - **Food:** 75 Darling Avenue, South Portland
Volunteer Entrance; Sunday-Saturday, 7am-5pm
 - **Clothing & Toiletries:** 18 Portland Street, Portland
Along side of building; Monday, Wednesday, Friday 9am-12pm



For more information: call 207-775-0026 x1270 or e-mail receivingcenter@preblestreet.org