



How to Do a Donation Drive in 8 Easy Steps

Organizing a drive to collect food, towels, socks, gloves, jeans, backpacks, personal hygiene items, etc. is an easy way for you, your friends, neighbors, and co-workers to get involved at Preble Street and to help respond to hunger, homelessness, and poverty in our community. What we can do depends on you, and every bit helps those in need.

Conducting a drive is easy:

1. **Decide what to collect.** We always need food, clothing, towels, and travel size toiletries. Check our website for more ideas.
2. **Pick your target.** Who will participate in the drive? Try to get as many people involved as you can! Schools, churches, work places, 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**
252 Oxford Street (food)--7:00am to 7:00pm (365 days)
5 Portland Street (other donations)--8:30am-5:30pm (Mon-Fri), 9am-noon (Sat-Sun)



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