

# Collection Drives:



## A How-To Guide

# Contact Info

Food Pantry & Distribution Center  
 (510) 215-4887 or (510) 215-4558  
[www.BayAreaRescue.org](http://www.BayAreaRescue.org)



2114 Macdonald Avenue • P.O. Box 1112, Richmond, CA 94802  
 (510) 215-4555 • [BayAreaRescue.org](http://BayAreaRescue.org)

## Step 1: Choosing A Collection Drive

Thank you for taking the time and effort to organize a collection drive to help the homeless and impoverished.

There are a variety of drives from which to choose. By choosing the right drive for you and your team can make the all the difference between a low interest and an exciting and compelling drive.

Here are some exciting opportunities.



## Ideas of Collection Drives to hold

**Year-Round Drives**  
**Seasonal Drives**

- Fund Raising
- Food Collection
- Personal Hygiene
- Bedding and Blanket
- New Belts & Underwear
- Create-A-Drive
- Warm Coat & Clothing (Jan-Feb)
- Easter Baskets (Jan-Mar)
- Summer Camping (Mar-May)
- School Supplies (May-Aug)
- Holiday Food (Nov-Dec)
- Christmas Gift (Nov-Dec)



On our website we have more information and resources to help you run a successful collection drive at [BayAreaRescue.org](http://BayAreaRescue.org)

## Step 2: Motivate Your Group

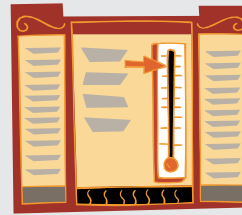
Getting others involved is the key to the success of any drive. Building excitement while putting compassion in action is the doorway to fulfillment. Here are some motivations that work:

- Competitive:* provide a way for one team to "out do" the other
- Compassion:* make your team aware of the needs they are meeting
- Contribution:* everyone has something to give



- Progress-O-Meter
- Scavenger Hunt
- Appreciation Gifts
- Awards, Trophies and Plaques

- Pizza Party
- Celebration Event Photos
- Social Recognition
- Matching Gift Program



## Step 3: Promote the Drive

Building and sustaining the participation of a drive team is important. We encourage you to use announcements, posters, collection boxes and barrels to keep your team aware of details and deadlines.



## Promotional Tools

- Announcements
- Drive Barrels or boxes
- Sample Display Items
- Volunteer Log Sheets
- Expenditure Log Sheets
- Flyers
- Posters
- Text messaging
- Emails
- Meetings



## Step 4: Post-Drive Planning

- Complete Log sheet of man hours
- Complete Log sheet of expenditures
- Assign a team member to deliver drive items and log sheets to the Mission
- Schedule a tour of the Mission with your Drive team, contact Volunteer Services at [Volunteers@BayAreaRescue.org](mailto:Volunteers@BayAreaRescue.org)



## Step 5: Special Recognition

Celebrate your team's accomplishments with a special party, meeting or gathering. Provide a meaningful memento of what was accomplished.

