

# Organizing a Successful Donation Drive

**To ensure success for your Mission of Deeds donation drive, please follow these guidelines:**

## Event Chair

- It is crucial to select an enthusiastic point person to chair your event.

## Initial Planning

- The chairperson must contact Mission of Deeds to discuss the date and items currently needed. If you wish, we can arrange for a speaker and/or the Mission of Deeds truck to help promote the drive. We can also help create a flyer and provide supportive materials.

## Organize Helpers

- Get organized. Select energetic helpers and arrange for a collection site.

## Promote Event

- Place information in local newspapers, bulletins or newsletters. Send emails to potential contributors (example: church members, employees, parents). Hang posters or banners.

## Collection Sites

- Provide containers (example: decorated boxes, plastic tubs) for donated items.

## Event Logistics

- During the event, be sure to have people to help receive donated items.

## Donation Dropoff

- Plan to bring collected items to Mission of Deeds or arrange a date and time for Mission of Deeds to pick up.

## Follow Up

- Inform Mission of Deeds about key volunteers and major donors so they may be thanked appropriately.



***Thank you for supporting the Mission of Deeds. Your efforts ensure that our clients receive these critically needed items.***

## Contact Us

[www.missionofdeeds.org](http://www.missionofdeeds.org)

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