

PLANNING A DONATION DRIVE

If your members have decided to collect and donate items for a good cause, let's get started. Being organized and following up on tasks are important to successful donation drives.

In this activity: Your club will plan the big details for holding a donation drive.

How to lead this activity:

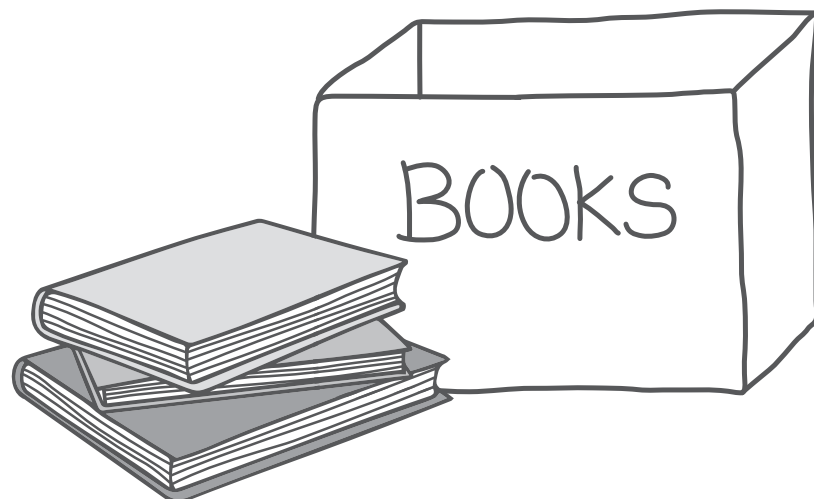
1. On the whiteboard, write the name of the donations drive project that your club chose during the Deciding activity. If the drive is happening during an event and the club knows the date, write that too.
2. Give each member a Donation Drive Plan worksheet.
 - Ask them to write the project's name on their worksheet.
 - Ask members to think about it and write a description of the drive.
 - Explain that your club will decide on the goal for the quantity of donations your club wants to gather later, during the Creating Project Goals activity.
3. Discuss each question on the worksheet with the club. Ask for volunteers to share what they think. Reach an answer that members then write on their worksheet.
4. Let members know that:
 - Supplies needed for the drive will be listed on the project's Supply List.
 - Expenses for supplies and other items will be listed in the project's budget.
 - The club will develop a plan for sharing information about the cause/organization and for donating items later — when you do the Marketing the Need activity.
5. When they are finished, ask members to keep their worksheet in their Member Guide. Thank them for their work today!

Supplies needed:

- One Donation Drive Plan worksheet for each member.
- Pencils.
- Whiteboard and dry erase markers.

You're doing a donation drive.

That's different from requesting a donation of items from a store, company, person or other source. You can get a donation-request script and sample letter online. Go to kkids.org/resources and search "Making donation requests."



DONATION DRIVE PLAN

DONATION DRIVE

Service project name: _____

Donation drive description: _____

Goal(s) for the drive: _____

START DATE: _____ END DATE: _____

WHAT kind of donated items we will take: _____

HOW and where we will gather donated items: _____

WHAT supplies are needed (and other expenses): _____

HOW will we tell people about the drive: _____

WHO will our donations be given to: _____

HOW will we educate participants about the cause or organization: _____

DONATION EVENT

Service project name: _____

Donation event description: _____

Goal(s) for the drive: _____

EVENT DATE: _____

WHERE the event will happen: _____

WHAT kind of donated items we will take: _____

HOW we will gather donations (before or during the event): _____

WHAT supplies are needed (and other expenses): _____

HOW MANY volunteers are needed: _____

WHAT the volunteers will do: _____

HOW will we tell people about taking donations at the event: _____

WHO will our donations be given to: _____

HOW will we educate participants about the cause or organization: _____