



A LUTHERAN ORGANIZATION

# Compass Housing Alliance 2016 Host a Donation Drive Guide

We envision a world in which every person lives in a safe, caring community.

One of the many ways you can donate your time and energy is to organize a donation drive! Running a donation drive is a great way to get your community, company, church, school, or any group involved in supporting Compass Housing Alliance.

## TIPS FOR ORGANIZING A DONATION DRIVE

### STEP 1: Get Started

In-kind donations are an important part of helping our programs keep costs down and meeting the needs of the clients we serve. Please look over our In-Kind Donation Form which lists our annual needs as well as our changing seasonal needs. Select the type of drive you are interested in -- whether it is a hygiene supply drive, a sock or new clothing drive, or a non-perishable food drive -- to help us keep our pantries stocked.

Next, set a date for when you hope to collect all donations by and starting planning backwards from there.

Please e-mail our Community Engagement Coordinator to let us know about your interest in hosting a drive for Compass Housing Alliance at [volunteers@compasshousingalliance.org](mailto:volunteers@compasshousingalliance.org).

### STEP 2: Tell people about it!

Many people want to help make their community a better place but may not know where to start. Advertise your drive by sending e-mails, hanging flyers, and posting on social media like Facebook. Setting a goal for what you hope to donate is a great way to encourage people to help you meet or exceed your donation goals!

E-mail us at [volunteers@compasshousingalliance.org](mailto:volunteers@compasshousingalliance.org) if you would like promotional materials to help you spread the word!

## SAMPLE E-MAIL/NEWSLETTER

### **Subject: Help donate needed items to people experiencing homelessness**

You can help the homeless men, women, children and veterans that Compass Housing Alliance serves by helping us collect high-need items for a donation drive beginning [DATE]!

Your donations will help Compass Housing Alliance meet its mission: in the Lutheran tradition of caring through service, Compass Housing Alliance develops and provides essential services and affordable housing for homeless and low-income people in the greater Puget Sound region. We envision a world in which every person lives in a safe, caring community.

We are collecting donations of:

- [LIST OUT ITEMS]

Please bring your donations to our collection boxes, located at: [ADDRESS]. If you have any questions, please contact our drive coordinator [NAME], at [PHONE NUMBER] or [EMAIL ADDRESS].

For more information, please visit their website at <http://www.compasshousingalliance.org/>

### **STEP 3: Collect Donations**

It is best to give yourself between 4-8 weeks to host a drive. This allows for planning, advertising, collection and delivery. Here are a few suggestions on ways to collect donations depending on what type of drive you are hosting and how large your company, school, church, or other group is.

#### Collecting Donations

- Depending on what you decide, you can collect donations at one or more locations. If desired, organize donation collections at multiple sites in your area, either near-by schools, different branches of your company, restaurants or community centers.
- Whatever your choice, make it easy for people to contribute! Have a specific location at your site(s) with a sign and bin so people know where they can specifically leave items.
- You can incorporate your drive into an existing event like an office party, holiday celebration, or school sporting event. Feel free to get creative!
- Offer online-donations or direct individuals to our website if they would like to make a financial contribution at <http://www.compasshousingalliance.org/how-you-can-help-top/donate/>. Monetary donations, including gift cards to area grocery stores and Target are another great way to give, allowing clients to find the best fit for his/her needs.
- If you are a company, consider if Gift Matching is a possibility. Many companies are able to make matching gifts of their employees' contributions of time and/or donations.

#### Sorting Donations

- As donations are received at your designated collecting site(s), take some time to sort through the donations to look for any items that cannot be delivered to Compass Housing Alliance.

### **STEP 4: Deliver donations to Compass Housing Alliance**

Donations can be delivered to our main offices at 77 S Washington St., Seattle WA 98104 Monday to Friday between the hours of 9:00 am and 5:00 pm. An In-kind donation receipt will be issued to you for tax purposes.

Sometimes it might be best to deliver donations to a specific program site. If this is the case, please arrange drop off details with our Community Engagement Coordinator.

### **STEP 5: Celebrate!**

It is important to take a moment to celebrate a job well done! Thank everyone involved in making the drive a success and post pictures to Facebook or other social media to recognize anyone who played a role in your success. Take a moment to reflect on how the drive went. Consider, what went well and where there is room for improvement.

Know that your generosity, time, and donations will touch the lives of many who receive services at Compass Housing Alliance.

### **Contact us!**

To schedule a donation drive or for any questions, please contact our Community Engagement Coordinator, Erica at [volunteers@compasshousingalliance.org](mailto:volunteers@compasshousingalliance.org) or call 206-474-1067.