



# Donation Drive



This planning kit will assist you in coordinating an easy and successful drive. Donation drives organized by businesses, associations, churches, schools and other groups are critically important to our success. **Thank You for thinking of us and your generosity!**

1. **Visit our website** - at [www.thenetworkct.org](http://www.thenetworkct.org) to find a list of items currently needed. Contact the Network directly by phone at 860.763.7430 or email [administrator@thenetworkct.org](mailto:administrator@thenetworkct.org) to let us know what your plan is and how we can help you succeed. After all, your success is our success.
2. **Team Up** - Donation drives are fun, but they also require a certain amount of planning in order to be successful. Gather some friends, co-workers or fellow parishioners that want to be a part of your drive and assign everyone specific tasks. Some of the duties you may want to assign are as follows:
  - Team leader to oversee all details and answer any questions
  - Coordinator to promote and advertise
  - Liaison with our agency
  - Coordinator of donation collection
  - Coordinator of bringing in the donations
3. **Locations to have the Drive** - So many places are ideal for a supply drive! Here are some that come to mind right away:
  - Your church/temple/mosque/place of worship
  - Your school/pre-school
  - Your workplace
  - Local library
  - Coffee shops
  - Children's stores/Boutiques, Salons/ Spas, Community play spaces
  - Your neighborhood association or block
4. **Make It a Party** - If you're already planning a party, ask guests to bring some supplies as their "admission fee."  
You can do it when you're hosting a:
  - Birthday Party
  - Cocktail Party
  - Just Because Party
  - Game Night
  - Movie Night
  - Baby Shower
  - Play-date party at your home or a community space
  - Or simply a supply donation party



5. **Is a Matching Gift Available** - If you are with a company, many are willing and able to make a matching gift of their employee contributions – even when employees are giving items instead of cash. For example, if donating personal care items, see if your company will donate a dollar for every pound of items raised.
6. **Set Goals and Promote** - Determine the amount of donations you want to raise. Encourage people to help you meet or surpass your goals by putting up flyers, sending emails, post it on Facebook, tweet it on twitter etc.
7. **Sort** - As donations are received, take time to run through the donations to look for items that cannot be used. Remember to take pictures of the mounds of supplies before dropping them off.
8. **Deliver** - Delivering the supplies, too, is a great way to engage others and generate attention for the success of the donation drive. Ideas may include:
  - Invite donors to assist in the delivery of the donations
  - Wear school/office t-shirts to promote publicity of donations
9. **Encourage “Next Time”-itis**
  - Be sure to advertise your results to all those who participated and others as well. Let everyone know how successful the drive was in terms of “this time we collected” or “this time we raised...” so people understand there is an ongoing need.
  - Send thank you notes to all who helped make the drive a success.
  - Start planning your next drive!

The following page is for those individuals who may prefer to make a monetary donation instead items.



**Yes!** I want to partner with the Network! Below is my tax-deductible gift.

Please fill out the form below and mail to:

The Network  
139 Hazard Ave., Bldg. 3-9  
Enfield, CT 06082

**My Gift:**

\$25.00

\$100.00

\$50.00

Other \$ \_\_\_\_\_

\$75.00

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Payment Options:**

Enclosed is my check or money order made payable to The Network

To pay by credit card, go to [www.thenetworkct.org](http://www.thenetworkct.org)

My Employer has a Matching Gift Program. Enclosed with my donation is my company's form.

This gift is designated (check one if applicable)

In honor of: \_\_\_\_\_

In memory of: \_\_\_\_\_

Please notify:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_