

# DONATION DRIVE PLANNING SHEET



This plan is Step 2 in hosting your own donation drive. Before you begin planning, you should contact Welcome House's Development Team to find out about donation needs and other important details you might need to know. The Development Team can also help you answer some of the questions below.

- What item(s) are you collecting?
- Notes, rules, or details about those items?
- Donation drive date(s)? One day or ongoing?
- Will donors drop-off or will you pick-up? Or both?
- Location where items will be collected?
- How will you spread the word about the donation drive?
- Containers - How will you collect and transport items? Bins, bags, boxes, something else?
- Storage - Location where items will be stored after collection, before delivering to Welcome House?
- Delivery - Who will deliver the items to Welcome House? How large of a vehicle will be needed? How many people will you need to help deliver?

*For the 5-step how-to guide, contact information, and more information, visit [www.welcomhouseky.org/drive](http://www.welcomhouseky.org/drive).*