

# HOW TO HOST A DONATION DRIVE



- 1** | **CONTACT WELCOME HOUSE** Development Team to find out what items are most needed and ask any other questions about your upcoming donation drive.
- 2** | **CREATE A PLAN** using our printable donation drive planning sheet. This will help you be prepared for questions that would arise later.
- 3** | **SPREAD THE WORD** about your drive using flyers, email, social media, and word of mouth. Be sure to communicate important details like what, when, where, and for whom you are collecting donations.
- 4** | **COLLECT** donations! Whether you come to your donors, collect over a period of time, or have one big drop-off day, have fun! Don't forget to thank your donors!
- 5** | **SCHEDULE DELIVERY** to Welcome House! Reach out before delivering to coordinate a drop-off time that works for everyone.

*For a more detailed guide, contact information, and additional printable materials, visit [www.welcomehouseky.org/drive](http://www.welcomehouseky.org/drive).*