



**new horizons**  
partnering with youth to exit street life

Inspired by the love of Jesus, we partner with Seattle's street youth on their journey toward a sustainable future.

# donation drive coordinator kit

## Table of Contents

Page 1	Getting Started
Page 2	Collecting and Delivering
Page 3	Creative Ideas and Helpful Tips
Page 4	Our Current Needs

Questions?

Contact Mark or Meredith at 206-374-0866, [markr@nhmin.org](mailto:markr@nhmin.org), or [meredithh@nhmin.org](mailto:meredithh@nhmin.org).



## getting started

Conducting a donation drive is a wonderful way to help the youth served at New Horizons. Your donations help to greatly offset our costs and free up financial resources for continued ministry to the youth on our streets.

### **Step 1: Register your Drive**

Submit your [Donation Drive Registration Form](#) to help us best support your efforts and accurately track your donations.

### **Step 2: Select Dates**

Determine what time frame is most effective in maximizing participation, i.e. a two-week event or a one-day collection event. We want your drive to be convenient for your participants. For example, if you are conducting a drive at your work place, you might want to have a one-week period in which you invite your co-workers to bring in donations. If you're holding a collection for donations outside of a grocery store (be sure to get permission ahead of time from the store), it might be good to have a time period of just a few hours.

### **Step 3: Set a Goal**

Decide what items to collect and set a goal for the amount of items to be raised. Setting a goal allows you to build momentum for the drive and ignite excitement and participation. It's up to you!

### **Step 4: Promote your Drive**

Share your goal to your participants to increase involvement. Messaging should be timely, visible, thorough, and concise. Please contact Mark or Meredith if you need help promoting your drive.



## collecting and delivering

### Preparing Donations.

- All clothing must be clean and in wearable condition.
- Put all donations in sturdy boxes or containers labeled with their contents.
- Remember, someone will have to lift the box, so don't overload it.

### Delivering Donations.

- Donations may be delivered to 2709 3<sup>rd</sup> Ave, Seattle 98121
- We accept donations Mon-Fri between 1-5pm or by appointment.
- Use the buzzer at the front door to let us know that you've arrived and we will send a staff member down to assist you.

### Receipt.

You will receive a thank you and receipt in the mail shortly after dropping off your donations. If you do not receive this follow up, please email Mark at [markr@nhmin.org](mailto:markr@nhmin.org).

### Tell Us Your Story.

Send an e-mail to [markr@nhmin.org](mailto:markr@nhmin.org) and tell us about your event. Feel free to provide pictures, share videos, use social media (we are on Facebook!) or blog about your success.



2709 3<sup>rd</sup> Ave. Seattle, WA 98121 |

creative ideas & helpful tips

### **Promote your event.**

Dress your location with posters, use e-mail, send a memo, mention in your internal newsletter, or announce the drive at staff meetings. Consider promoting your event in bulletins and newsletters. The more visibility, the better.

### **Make participation easy.**

Donation collection sites should be well advertised, visible, and easy to find. Central locations such as break rooms, meeting rooms, and reception areas work well. Asking a grocery store permission to hold a drive at their location is also a great option. Ask for items that are easy to acquire and give for your drive.

### **Make it fun.**

Form a competition between departments or grades to see who can raise the most number of items.

### **Request a New Horizons speaker.**

Although we're not always able to make it to your location, we are sometimes able to come and share information about our programs, homelessness in Seattle, and the work that we do.

### **Take a tour of New Horizons.**

Tours of our facility are held on the 1<sup>st</sup> Wednesday from 10-11am and 3<sup>rd</sup> Thursday of each month from 6-7pm. They provide an up-close look at our facility and operations. Requests can be made on the registration form or by contacting Mark.

### **Celebrate your success.**

At the completion of your event, share your success. Post photos, blog, tweet, and share videos for teammates to see!



2709 3<sup>rd</sup> Ave. Seattle, WA 98121 | 206-374-0866 | [www.nhmin.org](http://www.nhmin.org)

our current needs

## We accept donations Mon-Fri from 1-5pm or by appointment.

Please note that we cannot accept unsolicited used clothing due to limited storage.

If you are interested in doing a donation drive, please contact us in advance.

Thank you for understanding.

## Current Supply Needs (What to Ask for During a Drive)

1. Underwear. Men's boxer and boxer-briefs, Women's underwear of any kind. Small, medium, large, and extra large sizes.
2. Hoodies for men and women.
3. Winter shoes for men and women.
4. Hats/gloves/beanies.
5. Chargers and headphones.
6. Deodorant.

## Gift Card Drive Ideas

We use gift cards to provide incentives for youth to meet healthy goals as they work to leave the streets. Cards are always a welcome donation in either \$10 or \$20 amounts!

- |                     |              |
|---------------------|--------------|
| 1. Starbucks        | 5. Target    |
| 2. Barnes and Noble | 6. Rite-Aid  |
| 3. Movie Theater    | 7. Fast Food |
| 4. Bus Tickets      | 8. Safeway   |

\*Have another idea? Don't hesitate to contact us.