



Goods Bank NE Ohio Donation Drive Tool Kit

Helpful tips for running a successful donation drive!

*Thank you for hosting a donation drive to support the
Goods Bank NorthEast Ohio (GBNEO)!*

Our mission is: to improve the lives of those in our community by providing nonprofit organizations access to essential goods at nominal cost.

Attached you will find the following items to make your donation drive run smoothly and create as little work as possible for you, the organizer!

Your Tool Kit includes

- FAQs
- GBNEO fact sheet
- Flyers/Posters
- Signage for your donation bin
- Wrap-Up information

For more information or for additional resources, please contact Judy Payne
judy@goodsbankneo.org

Donation Drive FAQs



What types of items do you need the most?

- Toiletries (including natural hair products)
- Feminine hygiene products
- Diapers (all sizes)
- Cleaning supplies
- Tote bags (new and/or clean; maybe filled with toiletries!)

Do you accept items opened or partially used items?

Sorry, but no! We can only accept new and **unopened** products. If you would not want to receive it yourself, please don't pass it on to GBNEO.

How long should my donation drive last?

We suggest running your donation drive for no less than a week to give your audience a chance to see your publicity and collect their donations.

How can I make my donation drive a success?

We recommend promoting your donation drive at least two weeks in advance via whatever media works best for you: posters, eblasts, newsletters, social media, company intranet, school announcements, flyers, etc. Continue to remind your potential givers about the donation drive in the days leading up to it and throughout its duration. If you are a business and your collection bins will be in public spaces, consider a press release to spread the word.

Do I need to keep track of what items I collect?

GBNEO does not need a final count, BUT keeping track can help boost donations! Setting a goal, tracking donations and posting the collection results periodically throughout the drive can help increase donations. Graphs or charts are a good way to track progress publicly and to encourage more donations.

What if someone wants to make a monetary donation?

We are thankful for all donations! People who wish to donate money can do so online at www.goodsbankneo.org or by mail. As the organizer, you can also choose to collect monetary donations and mail a check or bring the donation to the Goods Bank.

What kind of collection bin should I use?

That's up to you based on the floor space you have and how much you expect to collect. Sturdy cardboard boxes or plastic totes work well for collections. Make sure your container is large enough to make a visual impact—and to hold all the items you collect! Use the printable flyers/signs in this tool kit to decorate the bins or make your own—include what donations you are collecting on the donation bin for easy reference.

Do I need to sort the items at the end of the donation drive?

No, but it could be helpful to us! Please remove any items that are not suitable for donation.

How do I get the items to GBNEO?

Once the items are packed up, they are ready to go to GBNEO! You can arrange a day and time for delivery by emailing judy@goodsbankneo.org Our warehouse address is tbd soon!

Should I do any follow-up at the end of my donation drive?

Post photos of the collection boxes and share on social media. Tag us @goodsbankneo on Twitter, Instagram, LinkedIn and Facebook. Be sure to thank all of your supporters!

Are there other ways I can help the Goods Bank NEO?

You and your group (teens and older) are invited to come volunteer at our warehouse. To learn more and/or to sign up, please visit www.goodsbankneo.org

GBNEO Fact Sheet



Here are some facts you can use in emails or on social media posts to educate your audience and to encourage them to donate!

- The mission of GBNEO is to improve the lives of those in our community by providing nonprofit organizations access to essential goods at nominal cost.
- GBNEO has a warehouse where community partner organizations can obtain items for their operations, programs and clients at little to no cost.

- **FACTS:**

Our members are vetted so you can be assured your donations will get to those in need.

Our member organizations serve everybody – foster kids, homeless, vets, refugees, ... everybody.

SNAP benefits do not cover items essentials like feminine hygiene products, paper products and diapers.



Donation Drive

We need donations!

Donate new:

- Toiletries (including natural hair products)
- Feminine hygiene products
- Diapers (all sizes)
- Cleaning supplies
- Tote bags (new and/or clean)

Donations will be accepted during these dates: _____

Collection boxes will be located: _____

Questions? Contact: _____

All items should be new and in good condition. Items will be distributed to people in Greater Cleveland who are in need. We cannot accept open or slightly used items.

THANK YOU!



DONATION DRIVE!

Help US help local people in need.

We are collecting *new*:

- Toiletries (including natural hair products)
- Feminine hygiene products
- Diapers (all sizes)
- Cleaning supplies
- Tote bags (new and/or clean)

Donate from: [DATE] to [DATE].

For more info, contact:
[organizer, phone #].

Learn more about Goods Bank NEO at www.goodsbankneo.org



**DONATE
ITEMS
HERE!**

Thank you for your support!