



## *Donation Drive Toolkit*

This toolkit will help you help you put together a donation drive for Transition Projects. Please read through it carefully. If you have questions, please contact us at [donate@tprojects.org](mailto:donate@tprojects.org) or call 503.823.4930, x226.

Toolkit Contents	Page
Instructions	2
Frequently Asked Questions	3
Sign template	4
Sample outreach or mission speech	5
Sample newsletter article	6

## Instructions

*The mission of Transition Projects is to serve people's basic needs as they transition from homelessness to housing.*

Transition Projects serves more than 9,000 people each year, and we depend upon donations of all types—hygiene products, clothing, food, and household goods—to help people meet their basic needs. Thank you for helping us meet those needs by organizing a donation drive.

This toolkit will provide you with the resources that you need to organize and advertise a drive.

### What Items Can Transition Projects Use?

We recommend the following items for donation drives:

- Hygiene products, any size from travel to family size: soap, toothpaste, toothbrushes, feminine hygiene products, shampoo, conditioner, razors, deodorant
- Towels (bath-size; gently used is fine)
- Umbrellas (used is fine)

### How Do I Start A Donation Drive?

1. Choose an item (or items) to focus your drive on. We have found that choosing one or two items, such as hygiene products or towels, works best.
2. Decide the length of your drive. It can go a week, a month, or a season. It can even be ongoing.
3. Get permission from your company or church to place a collection receptacle in a spot that people can find. We recommend bins or boxes with prominent signage, and can loan them to you. Please call us at 503. 823.4930, x226 to get a container.
4. Advertise! Place an article in your newsletter (see the sample newsletter article in this kit). Give a talk during the mission portion of your church service (see the sample speech in this kit). Create signs (see the sample sign in this kit). Don't forget to put signs on your donation receptacle! Tell people what donation you are seeking and who the donations will be helping.
5. Decide on a schedule for donation delivery. Perhaps you will wait until the donation receptacle is full. Or perhaps you will drop off donations after every church service. Or give us a call and we'll arrange a pick-up with you.

## Frequently Asked Questions

### **Can Transition Projects Send a Speaker to My Group?**

Yes! Our Board of Directors and staff frequently give talks throughout the metropolitan area. Please call 503.823.4930, x205 or e-mail [donate@tprojects.org](mailto:donate@tprojects.org) for information.

### **When Can I Drop off the Donations?**

We are available for donation drop-offs 24 hours a day, 7 days a week at 435 NW Glisan Street, Portland. (503) 823-4930.

We may be able to do pick-ups. Please call 503.823.4930, ext. 226 for information.

### **What if My Donors Want to Give Cash?**

Cash donations are always helpful. Donors can even contribute to the purpose of your drive by asking us to spend their donation on, for instance, hygiene products, pillows, or blankets. Our website has lots of information on how to give cash to Transition Projects: [www.tprojects.org](http://www.tprojects.org)

### **Can the Donors to My Drive Get Receipts?**

Our staff have an obligation to issue donation receipts only for donations that we have received in person. If one of the potential donors to your drive seeks a receipt, they may donate directly to us at 435 NW Glisan Street, Portland. 503.823.4930

### **Should I Let You Know that I am Organizing A Drive?**

While it is not necessary to talk to us before organizing a drive, it is helpful for us to know what you are doing.

*If you have questions about setting up a donation drive please call 503. 823.4930, extension 226.*

Sign Template

donation drive

(Blankets, Towels)

*Gently used or new*

Now through     (date)    

*To help homeless women and men  
served by Transition Projects*

The mission of Transition Projects is to serve people's basic needs  
as they transition from homelessness to housing

Contact (donation drive coordinator) for more information



For more information on Transition Projects, please visit  
[www.tprojects.org](http://www.tprojects.org) or call (503) 823-4930, x205

## Sample Outreach or Mission Speech

Good morning/afternoon/evening. I am \_\_\_\_\_ (name), and I am \_\_\_\_\_ (a member at this church, one of your co-workers). I am here to talk to you about how you can make a difference in the lives of homeless people.

I have started a donation drive to help collect \_\_\_\_\_ for homeless people living here in our community. I'm working with Transition Projects, the largest provider of shelter and services for homeless single adults in the Portland area.

Transition Projects believes that at any point in anyone's life they can become homeless, and that they don't have to stay that way. Since 1969, they have worked to help people transition from homelessness to housing. They serve more than 9,000 people each year, and have nearly 300 in shelter or housing every day of the year.

You can help Transition Projects help people by bringing in new or gently used \_\_\_\_\_. We are collecting them now through \_\_\_\_\_. The donations will go directly to help people in need. You can drop off your donations at the collection barrel(s) located at \_\_\_\_\_.

Thank you for your attention, and for helping with this important cause in our community.

## Sample Newsletter Article

### Hygiene Products Needed

You can help homeless people move from homelessness to housing. Now through \_\_\_\_\_ (date), we are collecting donations of hygiene products for Transition Projects. Transition Projects is the primary provider of shelter and services for homeless single adults in the Portland metropolitan area. Each year they serve more than 9,000 people; each day they shelter or house nearly 300 people.

Your donations will help Transition Projects meet its mission: To serve people's basic needs as they transition from homelessness to housing.

We are collecting donations of:

- Toothpaste
- Toothbrushes
- Soap
- Shampoo
- Conditioner
- Razors
- Feminine hygiene products

Bring your donations to our collection barrels located at: \_\_\_\_\_. Our donation drive coordinator is \_\_\_\_\_ and can be reached at \_\_\_\_\_.

For more information on Transition Projects, please visit their website at [www.tprojects.org](http://www.tprojects.org) or call 503.823.4930, x205.