

# COLLECTION DRIVES

## A How-to Guide

Direct all questions, comments, and ideas to our Special Events Coordinator  
[events@wmm.org](mailto:events@wmm.org) 317.635.3575

### Step 1: Choose a Drive

Thank you for taking the time and effort to organize a collection drive to help the homeless and needy in our community.

There are a variety of drives from which to choose. Choosing the right drive for you and your team can make all the difference between a low interest and an exciting and compelling drive.



### Collection Drive Ideas

Year-Round Drives

- Fundraising
- Food collection
- Personal hygiene
- Bedding, blankets, and towels
- New Bibles
- Create-a-drive

Seasonal Drives

- Warm coats and clothing
- Easter baskets
- School supplies
- Holiday food
- Christmas gifts



Have another idea?

Contact us at [events@wmm.org](mailto:events@wmm.org) or 317.635.3575.

### Step 2: Motivate Your Team

Getting others involved is the key to the success of any drive.

Building excitement while putting compassion in action is the doorway to fulfillment. Here are some methods that work:

*Competitive: provide a way for one team to "out do" the other*

*Compassion: make your team aware of the needs they are meeting*

*Contribution: everyone has something to give*



### Motivational Tools

- Progress-o-meter
- Appreciation gifts
- Awards, trophies, and plaques
- Pizza party
- Celebration event photos
- Social recognition
- Matching gift program



### Step 3: Promote the Drive

Building and sustaining the participation of a drive team is important. We encourage you to use announcements, posters, and collection boxes to keep your team aware of details and deadlines. Wheeler literature is also available.



### Promotional Tools

- Announcements
- Drive collection boxes
- Sample display items
- Volunteer log sheets
- Social media (Facebook, Twitter, etc.)
- Wheeler literature

- Text messaging
- Flyers
- Posters
- Email
- Meetings
- Website



### Step 4: Post-drive Planning

- Complete log sheet of man hours
- Assign a team member to arrange delivery of items and log sheet to Wheeler Mission
- Schedule a tour of Wheeler with your Drive team



### Step 5: Special Recognition

Celebrate your team's accomplishments with a special party, meeting, or gathering. Provide a meaningful memento of what was accomplished.



You can help as we endeavor to meet the most basic needs of the disadvantaged and homeless men, women, and children in the Indianapolis community.

## **CLOTHING** Men's, Women's, Children's (can be gently used)

**Belts**  
**Shoes, boots, dress shoes, flip-flops, sandals, shower shoes**  
**Coats, jackets, rain ponchos**  
**Socks**  
**Undershirts and underwear (all types and sizes)**  
Hats, scarves, and gloves  
Pajamas  
Pants, jeans, sweatpants, etc.  
Pantyhose (black, taupe, suntan; M to queen-size)

## **HYGIENE ITEMS**

**Baby wipes, baby shampoo, diapers, and pull-ups**  
**Deodorant (trial/travel size, regular size, or spray)**  
**Disposable razors**  
**Shampoo, body wash, and lotion (trial/travel size and large bottles)**  
**Shaving cream**  
**Skin lotion (trial/travel size and large bottles)**  
**Soap (trial/travel size)**  
Blow dryers  
Chapstick  
Cornstarch powder and foot powder  
Cotton balls  
Hair conditioner, hair moisturizer, and hair relaxer  
Hairbrushes, combs, night caps, and ponytail holders  
Super tampons and sanitary napkins  
Toilet paper  
Toothbrushes and toothpaste (trial/travel size toothpaste)

## **GROCERY ITEMS**

**Coffee (regular and decaf), sugar, creamer**  
**Eggs**  
**Meats (fish, chicken, ham, beef)**  
**Milk, juice, lemonade, other drink mixes**  
**Pepper, other spices**  
Butter/margarine  
Cake/dessert mixes and frosting  
Fresh or canned fruit and vegetables (economy or 10#)  
Fruit juice—cans or bottles  
Mayo, hot sauce, BBQ sauce, ketchup, mustard, other condiments  
Paper napkins and paper towels  
Sugar  
Pasta, rice, instant potatoes  
Oatmeal and cereal

## **LINENS** (can be gently used)

**Bath towels and wash cloths**  
**Bed sheets (Twin, Twin XL, Queen), pillow cases, and pillows**  
Blankets (including baby blankets)  
Dish cloths, hand towels, pot holders, aprons

## **OVER-THE-COUNTER MEDICATIONS**

(sealed and in original containers)

Antacid tablets  
Children's teething gel  
Children's Tylenol  
Cold/sinus medication (non-alcoholic)  
Cough drops and syrup (non-alcoholic) and throat lozenges  
Pain relievers (aspirin, ibuprofen, acetaminophen)  
PediaSure and Pedialyte

## **PROGRAM ITEMS**

**Notebooks and notebook paper— college or wide ruled**  
#10 envelopes  
Blank CDs  
Copy paper  
Flash drives (any size)  
Gift cards to McGraw Hill Contemporary, Barnes & Noble, and Amazon  
Inexpensive 8X10 frames for certificates  
Pencils, pens, highlighters  
Pocket Folders  
Spiral index cards  
Three ring binders (1 1/2", 3" clear view) and tabbed notebook dividers

## **MISCELLANEOUS ITEMS**

Batteries (C, D, AA, AAA)  
Bowls, cups, forks, spoons  
Disinfectant wipes, hand sanitizer, Lysol  
Kleenex (boxed and individual)  
Small pots and pans (heavy-duty/commercial grade)  
Large safety pins  
Large storage tubs  
Laundry detergent and dryer sheets  
Metal folding chairs  
Sunscreen

**\*Bolded items at the top of each section are especially needed at this time!**