

DONATION DRIVE CHECKLIST

5-7 days before drive

- Post your first message on social media
Let everyone know about your drive, what you are collecting, and why.
- Choose your drop-off location
- Download our template and customize your donation sign

3-5 days before drive

- Post your second message on social media
Get your network of friends and loved ones excited about the big day!
- Get your drive collection started
Gather the items you are personally donating and set them aside for the drive

2 days before drive

- Post your first reminder on social media
Share specifics about what, where, and when people can to drop-off their donation items
- Encourage friends to learn more about the organization
Refer them to the IHS website (or the website of your selected drive beneficiary)
- Finalize your donation signs and location of your drop-off bins (if desired)

Day of your drive!

- Post your second reminder on social media
It's the big day - make sure everyone knows where and when they can drop off their donations
- Put your signs up
- Make sure your bin or collection site is visible and accessible