

Planning a Food or Donations Drive?

- 1. Research the organization you are interested in donating to.** Contact the Office of Community Engagement & Service at 513-529-2961 or slclgroup@muohio.edu if looking for possible organizations or ideas. Sometimes local agencies have a lot of donations already and the office can provide you with a list of agencies who might benefit a great deal more from your gift.
- 2. Get in touch with the organization of interest and determine what their needs are.** What kind of food, clothing, toys, materials, etc do they need?
- 3. Talk with the group leaders and other group members to get input and support for the project.** Check with the Student Activities Office in Shriver to see if there is a student organization that could be partnered with.
- 4. Identify locations for donation drop-offs.** Consider public areas of high visibility, residence halls, etc. Make sure it is easy to drop stuff off, but also somewhere you think is secure.
- 5. Advertise!** Create table tents to advertise the event in dining halls. Consider other means of publicity such as fliers posted on bulletin boards, handouts, or contacting other related student organizations. To raise more awareness about the agency or issue you are addressing hand out fact sheets so people feel educated about how they are helping. When you contact the agency see if anyone is willing to come to your hall to talk about the agency and how the donations will help.
- 6. Make sure that people are well aware of the time-frame for donations** and that the dates coordinate with the organizations needs. Weill they have enough time to donate the materials from the end date of the drive

Please contact the Office of Community Engagement & Service at 513-529-2961 or slclgroup@muohio.edu. Even if you do not think you will need assistance in your drive, we would still like to hear about your work!