



Is your Residence Hall 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 that 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 your Resident Hall Director and RA's to get support and input** for the event. Can a partnership be developed with the RA's to make it a donation challenge among the corridors? Can an incentive be offered to the corridor with the highest amount of donations? Can you make it a competition with other nearby halls? 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 residence hall common rooms or dining halls. Make sure it is easy to drop stuff off, but also somewhere you think is secure.
- 5. Advertise** with fliers posted on bulletin boards or placed in mailboxes. Check with your RA or the Hall Director to determine if there are rules about where and how advertising is allowed. To raise more awareness about the agency or issue you are addressing hang up facts 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. Organize trips to the store to get the things you are going to donate or encourage students to find things they no longer need/want.
- 6. Make sure that people are well aware of the time-frame** for donations and that the dates coordinate with the organizations needs. Will 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!