

Steps for Teen Volunteers for Donation Drives

- **At your school, church or community center:**
 - Contact the teacher or person in charge of donation drives to request a meeting to introduce yourselves as the local Warm Winters Leaders.
 - At the meeting, set up parameters for clothing drive:
 - What type of drive are you doing – socks, coats, toiletries?
 - Where can you place the donation bin(s)?
 - Can you put up flyers to advertise the drive?
 - Can the school/church/community center help you promote the drive?
 - How long will the drive last (typically 2-4 weeks)? What are the start and end dates?
 - How often will you empty the collection bin(s)?
- After the donations are delivered to the shelters, send a thank you letter to the school/church/community center, thanking them for their support.
- **At the Homeless Shelter:**
 - Find at least one local homeless shelter or respite center in your community that directly helps the homeless and/or working poor.
 - Identify key contact at the shelter, and set up a meeting with them.
 - Tell the shelter about your affiliation with Warm Winters, and set up donation drop-off parameters at the shelter:
 - What days and times do they accept donations?
 - What type of donations do they accept?
 - Do they require that the drop-offs be scheduled ahead?
 - Get a donation receipt every time you drop off donations! Be sure that the receipt lists Warm Winters as the donor.
- **With Warm Winters:**
 - Submit names of shelters for approval
 - Provide duplicate donation receipts to Warm Winters
 - Keep time sheet of your service hours (form provided online)-submit monthly
 - Track and report donations monthly (form provided online)
 - Provide proofs for approval of all customized materials using Warm Winter's name or logo
 - **Take photos** of your work and submit to us! You never know, you could be highlighted on our website!

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