

# HOW TO ORGANIZE AN IN-KIND DONATION DRIVE



1333 N Street N.W., Washington, D.C. 20005

[www.nstreetvillage.org](http://www.nstreetvillage.org)

[volunteer@nstreetvillage.org](mailto:volunteer@nstreetvillage.org)

The measure of a life, after all, is not its duration, but its donation.

Corrie Ten Boom



**N Street Village** empowers women experiencing homelessness and housing insecurity to claim their highest quality of life by offering a broad spectrum of services and advocacy in an atmosphere of dignity and respect. Through the efforts of over 400 volunteers and the contributions of hundreds of community members and organizations, our staff serves hundreds of women every year.

Our Volunteer & In-Kind Services Office helps to keep costs down for programs and clients by soliciting donations of clothes, food, toiletries, cleaning supplies, kitchenware, bedding, electronics, and other small furniture items.

For more information about N Street Village, please visit our website at [www.nstreetvillage.org](http://www.nstreetvillage.org)

# THEMES FOR YOUR IN-KIND DONATION DRIVE

## TOILETRY DRIVE:

Sample-sized shampoo, shower gel, lotions, toothpaste, XL Overnight pads, sensitive skin face wash, and deodorant.

## CLEANING SUPPLY DRIVE:

Clorox wipes, Swiffer items, floor cleaner, gloves, and other cleaning items.

## HOUSEHOLD ITEM DRIVE:

Converter boxes, AA/AAA batteries, light bulbs, and bath towels.

## WELLNESS CENTER DRIVE:

Tylenol, sugar free cough drops, tissues, and medicine.

## GIFT CARD DRIVE:

Collect gift cards from Target, Walmart, AC Moore, CVS, and other stores that carry the items needed.

## BINGO DRIVE:

We frequently host bingo nights. Help us provide cool prizes for the participants, for example, jewelry, make-up kits, or nice lotions.

## CRAFTING DRIVE:

The women of N Street Village love crafting. Help us by collecting crafting items such as yarn, knitting items, glitter, and construction paper.

If you are considering a drive, please notify the Volunteer and In-Kind Services Office at [volunteer@nstreetvillage.org](mailto:volunteer@nstreetvillage.org) to determine which items are most needed at the time you are planning your drive.



# 9 EASY STEPS FOR ORGANIZING YOUR DONATION DRIVE

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## CONTACT N STREET VILLAGE FIRST

If you have not already, contact the Volunteer and In-Kind team by emailing [volunteer@nstreetvillage.org](mailto:volunteer@nstreetvillage.org). We will help you determine appropriate items to collect and may have advice for collecting the items.



2

## GET APPROVAL

If you are intending to involve your workplace, school, or faith community, a policy might be in place that prohibits taking collections without prior approval. Decide on a collection location (conference room, lobby, cafeteria, main entrance, etc.) and get permission before proceeding.

3

## SELECT A TIMELINE

It is also important for the Volunteer and In-Kind Office to know the timeline of your collection and set a tentative delivery date. This way we can plan for collections by other groups and ensure that in-kind donations are in stock. The length of your collection can be a day, a week, a month, a season, or an ongoing collection.

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## SET A GOAL

This is a very effective tool to motivate your classmates, coworkers, etc. Determine the amount of donations you would like to collect and/or try picking a specific Program you would like to help. Friendly competitions between groups can also help increase the amount of items collected in total by all groups. You can “keep score” by providing separate drop boxes or providing color-coded stickers for each team to affix to their donations. Encourage people to help you meet, or exceed, your goal with approved company-wide announcements or emails, flyers, or social media engagement.

# INSTRUCTIONS FOR ORGANIZING YOUR DONATION DRIVE

continued

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## DECIDE WHAT CONTAINERS YOU WILL USE

N Street Village appreciates donations delivered in reusable grocery bags, totes, and Rubbermaid containers. Our community always has a need for reusable plastic containers to store all of the wonderful items donated to N Street Village.

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## ADVERTISE & PROMOTE

Post your signs and place your collection boxes in high-traffic areas, such as the lunchroom and lobby, for greatest exposure. Be sure to attach clear signs designating each collection box so people do not confuse the boxes with trash. Designate a particular person or persons to receive gift card donations to ensure they are not misplaced. Don't forget to have fun and get creative! There are so many ways to get people excited and promote your drive (see sample media kit). Use social media, decorate and create signs to put around your community, utilize your organization's newsletter or email list, a local community newspaper or school newspaper.

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## ANNOUNCEMENTS & EMAILS

Make sure to announce your donation drive through flyers and emails. Include a deadline and be clear about the items you're collecting so as not to collect unwanted or unneeded donations. Send emails to your friends and family encouraging them to get involved.

8

## MONITOR COLLECTION

Keep an eye on your boxes. As they fill up, move them to a place where the items will be safe. Update your team on the progress.

9

## DELIVERY & DROP OFF OF DONATIONS

We accept donations by appointment only, Monday through Friday from 10 a.m. to 4 p.m. (Directions are on the last page of this packet). Designate an individual or team to drop off the donations at N Street Village. We could also arrange a tour of our facility at the time of drop-off, if you and your team are interested.



# FREQUENTLY ASKED QUESTIONS



## DOES N STREET VILLAGE PROVIDE IN-KIND DONATION RECEIPTS FOR TAX PURPOSES?

Yes. We provide receipts at the time the donation is dropped off. We need the name, address, and email/phone number of each donor and what they donated to provide a receipt.

## CAN N STREET VILLAGE PICK UP MY COLLECTED DONATIONS?

No. Unfortunately, we do not have the capacity to pick up donations.

## WHAT IF MY DONORS WANT TO GIVE CASH?

Cash donations are accepted and go towards N Street Village's general funds. We encourage donors to consider purchasing gift cards or shopping from our [Amazon wish list](#) ([www.nstreetvillage.org/in-kind-donations](http://www.nstreetvillage.org/in-kind-donations)) to provide the women with the items they need.

## CAN I VOLUNTEER AT N STREET VILLAGE?

Yes! We have opportunities for both groups and individuals. Get details about volunteering at: [www.nstreetvillage.org/volunteer](http://www.nstreetvillage.org/volunteer).

## I'M ONLY AN INDIVIDUAL. CAN I STILL DONATE ITEMS?

Absolutely! We welcome donations from any source.

## CAN WE VISIT N STREET VILLAGE?

Yes! N Street Village is more than happy to have your group here for a tour and possibly even a meeting with one of our clients. Please email [info@nstreetvillage.org](mailto:info@nstreetvillage.org) for more information.

# SAMPLE OUTREACH MATERIALS

## NEWSLETTER ARTICLE

### Non-Perishable Food Items Needed

You can help women experiencing homelessness claim their highest quality of life. Now through [date], we are collecting donations of non-perishable food items for N Street Village.

N Street Village offers a community of hope and healing for women by offering a broad spectrum of services and advocacy. Each year, they serve hundreds of women and offer a variety of housing options and supportive services.

We are collecting donations of:

- Low sodium canned vegetables
- Canned fruit in own juice
- Canned tuna in water
- Whole grain pasta and cereal
- Canned salmon and chicken
- Pasta sauce
- Complete pancake mix

*[identify what you are collecting specifically here; this is just an example]*  
Bring your donations to our collection locations at: [location]. Our donation drive coordinator is [drive coordinator name] and can be reached at [drive coordinator contact info].

To learn more about N Street Village visit [www.nstreetvillage.org](http://www.nstreetvillage.org).

*See page 8 for an N Street Village banner to use on your signage and messaging*

## OUTREACH OR MISSION SPEECH

Good morning/afternoon/evening. I am [name], and I am [a member at this church, one of your co-workers]. I am here to talk to you about how you can make a difference in the lives of women experiencing homelessness.

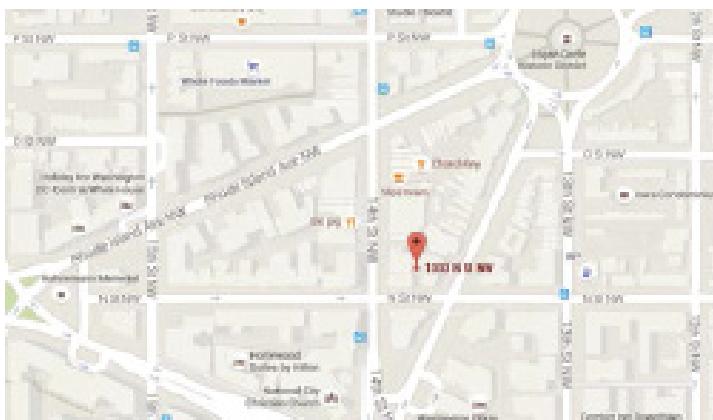
I have started a donation drive to help collect [donations you are collecting] for those experiencing homelessness in our community. I've partnered with N Street Village, a provider of housing and services for unhoused women in Washington, D.C.

Through the efforts of volunteers, community members and organizations, the Village's staff serves hundreds of women each year.

You can help N Street Village by bringing in new or gently used [donations you are collecting] We are collecting them now through [date the drive will be complete].

Thank you for your attention and for helping with this important cause in our community.

# DIRECTIONS TO N STREET VILLAGE



Street parking is limited on N Street. We are accessible via metro: McPherson Square (blue/orange), Mt. Vernon Square (yellow/green), and DuPont Circle (red) or bus (the 50s, the Circulator, or the G2).

## MEMORIAL BRIDGE

1. Cross the Memorial Bridge, staying in the left lane.
2. Go around the Lincoln Memorial.
3. Turn left onto 15th St.
4. Go straight on 15th St. until you come to H St. NW
5. Continue on Vermont Ave. NW
6. Proceed around Thomas Circle until you come to Vermont Ave. NW
7. Continue on Vermont Ave. NW until you come to N St. NW
8. Turn left on N St.
9. We are on your right

## ROOSEVELT BRIDGE

1. Follow the bridge to Constitution Avenue.
2. Stay on Constitution Ave. until you come to 15th Street NW
3. Turn left on 15th St.
4. Go straight on 15th St. until you come to H St. NW
5. Continue on Vermont Ave. NW
6. Proceed around Thomas Circle until you come to Vermont Ave. NW
7. Continue on Vermont Ave. NW until you come to N St. NW
8. Turn left on N St.
9. We are on your right

## FROM THE BELTWAY (NORTH OF DC)

1. Take the 31A Exit from 495 for Georgia Ave. /Rt-97 & 16th St./Rt.390 NW
2. Make a right onto 16th St. from Georgia Ave.
3. Continue on 16th St. until you come to Irving St. NW
4. Turn left onto Irving St. NW
5. Continue on Irving St. until you come to 14th St. NW
6. Turn right onto 14th St. NW
7. Continue on 14th St. until you come to Rhode Island Ave. NW
8. Turn left onto Rhode Island Ave. NW
9. Continue on Rhode Island Ave. until you to Logan Circle
10. Proceed around Logan Circle until your first right onto Vermont Ave. NW
11. Turn right onto Vermont Ave. NW
12. Continue you on Vermont Ave. NW until you come to N St. NW
13. Turn right onto N St. NW
14. We are on your right

## FROM THE BELTWAY (SOUTH OF D.C.)

1. Take the 395N exit from the Beltway
2. Cross the 14th St. Bridge
3. Take 14th St. North to Thomas Circle.
4. Proceed around Thomas Circle until you come to Vermont Ave. NW
5. Continue on Vermont Ave. NW until you come to N St. NW
6. Turn left on N St.
7. We are on your right

## 14TH STREET BRIDGE

1. Cross the 14th St. Bridge
2. Take 14th St. North to Thomas Circle.
3. Proceed around Thomas Circle until you come to Vermont Ave. NW
4. Continue on Vermont Ave. NW until you come to N St. NW
5. Turn left on N St.
6. We are on your right



printed logo to cut out and use

# N STREET VILLAGE

a community of empowerment  
and recovery for women