



How to: Host a Product Drive

Thank you for signing up to host a Product Drive in support of United Way's Home For Good 2020! This guide will provide your company with important information to plan and execute a product drive within your company.

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1. Set a Goal & Sign up

Review the list below, select items for your drive, and set a goal for the number of items you will collect.

Sign up on UWHomeForGood.com to let us know your Product Drive goal.

In-kind Donation Tracking: We ask that each employee who contributes to your Product Drive complete an individual in-kind donation form (if possible) – this is important for United Way’s donation records.

Link to complete in-kind donation form: <http://bit.ly/UWHomeForGood>

We are collecting the following items: **New items only, please.*

- Spatula
- Can Opener
- Scissors
- Mixing Spoons
- Dish Soap (10 oz)
- Sponges
- Dish Towels
- Hand Soap (7.5 oz)
- Paper Towels (individually wrapped)
- Bar Soap
- Toilet Paper (4-pack)
- Deodorant (3 oz)
- Shampoo (12.5 oz) - for variety of hair types
- Conditioner (12.5 oz) - for variety of hair types
- Toilet Bowl Cleaner (32 oz)
- Shower Curtain with Liner
- Shower Curtain Rings
- Tissue Boxes
- Garbage Bags (20 ct., 13 gallon)
- Hand Sanitizer (4 oz)
- Antibiotic Ointment (1 oz)

2. Plan your Timeline

Determine a start date & end date for your Product Drive. It’s helpful to plan your product drive timeline by working backwards from the date you plan to drop off your collected items at United Way. You will be asked to select one of these drop-off dates on your online signup:

Drop-off dates/times:

- Wednesday, September 16, 11am - 3pm
- Tuesday, September 29, 3 - 7pm
- Saturday, October 17th, 10am – 2pm
- Tuesday, October 20th, 2 – 6pm
- Saturday, October 24th, 10am – 2pm
- Thursday, October 29th, 2 – 6pm

We recommend allowing a minimum of 2 weeks (if possible), including 2 Saturdays to allow people more availability to shop on the weekend, with the last day of your product drive landing 2 days prior to your scheduled drop-off at United Way (to allow for any last minute collections).

4. Promote your Product Drive

Volunteer United can provide promotional materials to support your product drive, including:

- Product Drive Promotional Poster
- Promotional Postcard
- Email Communication Sample
- Email Photo Banner

Please email VolunteerUnited@gtcuw.org to receive promotional materials.

Make sure any email communications shared with employees include:

- Items you are collecting & goal quantity
- Drop-off location and any specific instructions
- Product Drive timeline
- Main contact person to reach out to with questions related to the Product Drive
- Link to in-kind donation form: <http://bit.ly/UWHomeForGood>

5. Product Drive Setup & Execution

Choose a Drop-off Location:

- It can be a place where someone is present to accept items during specific dates/times
- It can be a collection box in a secured space where employees can drop off items at any time

*Choose a location that is easily accessible, has plenty of storage space and allows for social distancing.

Determine supplies you may need during collection including:

- Collection box(es) or containers
- Printout / poster to place on or near your collection box with Product Drive details (including who to reach out to with questions)
- Packaging tape for boxes (if needed)
- Carts for moving supplies (if needed)
- In-kind Donation form slips

6. Schedule Drop-off at United Way

Determine who from your team will deliver your Product Drive items to United Way on your scheduled drop-off day. Please let the Volunteer United team know your estimated drop-off time, once determined.

Depending on the volume of items you expect/collect, a few employees can volunteer to deliver the items, or you can hire a courier to transport the items.

7. Collection Results & Thank You!

At the close of your Product Drive, count your items collected and record your results.

Send a final email communication with your employees to share your results and thank everyone for their participation.