



Donation Drive Planning Guide

Plan a focused collection that delivers items an organization actually needs.

Step 1 - Confirm the Need

Contact the intended receiving organization before collecting anything. Ask what items are currently useful, what they cannot accept, and how/when donations should be delivered.

Organization	
Contact person	
Phone/email	
Items requested	
Items NOT accepted	

Step 2 - Set a Focused Goal

Collection goal	
Start date	
End date	
Drop-off location	

Step 3 - Communicate Clearly

■ List the exact items requested.
■ State whether items must be new, unopened, clean, or within expiration dates.
■ Give a clear deadline.
■ Explain where donations will go.
■ Do not imply that an organization endorsed the drive unless it has done so.

Step 4 - Collect and Sort

■ Use clean, dry collection containers.
■ Remove damaged, expired, unsafe, or prohibited items.



■ Keep food, hygiene products, clothing, and other categories separated when useful.

■ Protect donor and recipient privacy.

Step 5 - Deliver and Record

Date delivered	
Delivered to	
Approx. quantity	
Delivery notes	

Final Notes
