WSU Center for Civic Engagement’s
Student Guide to Successful Donation Drives

**At least 1 month prior to drive**

☐ Step 1: Select and Contact Partner Organization(s) Who Will Receive the Donations
☐ Step 2: Contact Host Site(s) (if applicable)
☐ Step 3: Fill Out the Group Project Request form on CougSync

**At least 2 weeks prior to drive**

☐ Step 4: Advertise the Donation Drive

**At least 1 week prior to drive**

☐ Step 5: Re-Confirm Dates/Times with Host Site(s) and Partner Organization(s)

**No more than a week after drive**

☐ Step 6: Attend Mandatory Reflection
There are many factors to consider when organizing donation drive. The following is a guide and fact sheet to ensure a successful donation drive. If you have questions or need guidance, feel free to contact the Center for Civic Engagement (CCE) office at 509.335.7708 or by email at cce@wsu.edu.

**Step 1: Select and Contact Partner Organization(s) Who Will Receive the Donations**  
(At least 1 month prior to drive)

Determine which organization(s) will receive the collected goods and what the organization(s)’s primary needs are; it is important to meet needs identified by the community organization.

For WSU Pullman students there are several partner organizations located in the city of Pullman and the surrounding communities that benefit from donation drives. For a list of suggested community partners, see page 5 of this guide. Feel free to research other community organizations, as well. Additionally, the CCE’s Group Projects Graduate Assistant can make suggestions on which organizations have indicated an immediate need.

**Important questions to ask when initially contacting the partner organization(s):**

- “What does your organization need the most?”
- “Are there specific products that clients are asking for that your organization doesn’t have on a regular basis?”
- “Does your organization need gluten-free, sugar-free, etc. products?”
- “Does your organization have a specific procedure for delivering donated items?”

It is important to discuss and establish a timeline to deliver donated items to the organization(s). Many organizations do not maintain regular business hours.

**Step 2: Contact Host Site(s)**  
(At least 1 month prior to drive)

Once the partner organization(s) has been contacted and the types of requested donations identified, the next step is to determine which days and times are available to commit to the drive. When deciding time commitments, consider if a single or multi-day drive would be best to meet the goals of the drive. Keep in mind that host stores availability/capacity to host a donation drive will vary.

**Other considerations for planning:**

- How many participants will be needed to staff the donation item drives?
- Will the student(s) need to work in shifts? If so, how long will each shift be?
- Do you need to train participants to run the donation item drive?
- What weather conditions will you have?
- Will the student(s) have the correct equipment for the drive, such as tables, chairs, containers for donation items, signage at tables, etc.?
- How should the donation item drive be advertised?
For WSU Pullman students, there are three main grocery stores in Pullman: Dissmore’s, Safeway, and Walmart. Different stores have various policies for scheduling drives, so the student(s) must make sure to get the correct permissions.

- **In order to work with Dissmore’s:**
  - Contact Dissmore’s at 509.332.2918
  - Ask for a manager
  - Sign up for a date(s) and time(s) to do the drive

- **In order to work with Pullman Safeway:**
  - Note: Safeway requires a month notification
  - Contact Safeway’s Public Affairs department at 425.201.6475
  - Sign up for a date(s) and time(s) to do the drive

- **In order to work with Pullman Walmart:**
  - Contact Walmart at 509.334.2990
  - Ask to speak with customer service
  - Sign up for a date(s) and time(s) to do the drive

Other considerations for planning:
- How many participants will be needed to staff the donation drives?
- Will student(s) need to work in shifts? If so, how long will each shift be?

### Step 3: Fill Out the *Group Project Request* form on CougSync
*(At least 2 weeks to 1 month prior to drive)*

If the student(s) would like to track their civic engagement, they need to register the donation item drive with the CCE. Registering with the CCE allows students to record, track, and verify civic engagement time through WSU. The CCE also provides additional resources to make your donation item drive more efficient and effective.

After contacting the partner organization(s) for the planned donation item drive, the student(s) should:

- Fill out the *Group Project Request* form on CougSync at [http://tinyurl.com/goeku4y](http://tinyurl.com/goeku4y)

- Be sure to follow *all* instructions making sure to select ‘Yes’ to the question “Do you need approval for a drive (food, clothing, blood, etc.)?”

A CCE staff member will be in touch regarding the drive within three business days of receiving the *Group Project Request* form.

### Step 4: Advertise the Donation Drive
*(At least 2 weeks prior to drive)*

After determining the drive’s host site and after receiving the appropriate approvals needed, advertise the event. Below are suggested marketing options:

- **Poster hanging**
  - Local businesses
  - Around campus
Some places that do not allow poster hanging:
- Post Office
- Shopko
- Walmart
- Cougmart

Newspapers
- Daily Evergreen (http://www.dailyevergreen.com/advertising/)
  - RSOs and student groups can advertise in the Daily Evergreen for free.
  - *Requests must be submitted two weeks in advance*
- Moscow-Pullman Daily News
  - Contact Angela Kay, Advertising Director at akay@lmtribune.com

Step 5: Re-Confirm Dates/Times with Host Site(s) and Partner Organization(s) (At least 1 week prior to drive)
Ensure that all agreed upon plans are finalized with the partner organization(s), as well as the host site(s).

- Call site(s) to confirm dates/times
  - Confirm arrangements, such as storage of equipment needed, set-up, and takedown
- Call to confirm with Partner Organization(s)
  - Confirm dates/times for donation item drop off

Step 6: Attend Mandatory Reflection (no more than 1 week after drive)

- Any students participating in a donation drive are required to participate in a reflection following the donation drive.

- Generally, student(s) will schedule an hour long reflection for the week following the drive, on a weeknight evening (Tuesday, Wednesday, or Thursday).
  - Contact Group Projects Graduate Assistant at the CCE at 509.335.7708 or by email at cce@wsu.edu to schedule the reflection prior to your event

- Students who participate in the reflection will receive one (1) additional hour of civic engagement.
Community Partner Suggestion List

- **Albion City Hall** [map]
  - Contact: Starr Cathey at 509.332.5095 or townofalbion@palouse.com
  - Open: Monday-Thursday 9:00 AM- 5:30 PM Friday 9:00 AM- 12:30 PM
  - Collects: Food

- **Alternatives to Violence of the Palouse (ATVP)** [map]
  - Contact: Calista at 509.332.4357 or home@atvp.org
  - Open: Monday-Friday 8:30 AM- 5:00 PM
  - Collects: Food, Clothing

- **Boost Collaborative** [map]
  - Contact: Teresa Driver at 509.332.6561 or tdriver@boostcollaborativewa.org
  - Open: Monday- Friday 8:00 AM- 4:30 PM
  - Collects: Various

- **Council on Aging and Human Services (COA)** [map]
  - Contact: Paige Collins at 509.397.4611 or pcollinscoa@gmail.com
  - Open: Monday-Friday 8:00 AM-4:30 PM
  - Collects: Food

- **Pullman Community Action Center (CAC)** [map]
  - Contact: Jessica Williams at 509.334.9147 or jessicaw@cacwhitman.org
  - Open: Monday-Friday 8:00 AM- 5:00 PM
  - Collects: Food

- **Pullman Child Welfare** [map]
  - Contact: Debbie Thompsen at 509.338.0801 or dthompsen@dabcoproperty.com
  - Open: Saturday 9:00 AM-11:00 AM
  - Collects: Food

- **Sojourner's Alliance** [map]
  - Contact: Elaina Pierson at 208.883.3438 or sojourneralliance@gmail.com
  - Open: Monday-Friday 9:00 AM- 5:00 PM
  - Collects: Food, Hygiene, Kitchen Supplies

- **Toys for Tots**
  - Contact: Vicente Mariscal at 509.643.1119 or vicente.mariscal@email.wsu.edu
  - Collects: Toys

- **Trinity Food Bank** [map]
  - Contact: Bev Bafus at 208.882.2015 or trinity@moscow.com
  - Open: Tuesday 5:00 PM- 7:00 PM
  - Collects: Food

- **TRiO Student Support Services at WSU** [map]
  - Contact: Program Coordinator at 509.335.7324 or sssp@wsu.edu
  - Open: Monday-Friday 8:00 AM- 5:00 PM
  - Collects: Food, Business Clothing

- **Whitman County Humane Society** [map]
  - Contact: Kylene Daschofsky at 509.332.3422 or shelter@whitmanpets.org
  - Open: Tuesday-Sunday 1:00 PM- 5:30 PM
  - Collects: Dog/Cat Food, Dog/Cat Toys

Page 5
Updated: 09/09/2016