



# Donation Drive Manual

# Table of Contents

Introduction	3
How to Host a Donation Drive	4
Locations and Drop-off Times	5
Gift Card Drive	6
Linens and Towels Drive	7
Baby Essentials Drive	8
Professional Clothing to Support Job Seekers Drive	9
Pajamas Drive	10
Cleaning Supplies Drive	11
Toiletries to Homeless Families Drive	12
Cold Weather Gear Drive	13
Toys and Sporting Goods Drive	14
Arts and Crafts Supplies Drive	15
Frequently Asked Questions	16
Donation Flyer Template	17

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## Introduction

In-kind donations are any goods, commodities, and services donated that are not monetary. While monetary donations are always appreciated, in-kind donations are vital to our programs and clients. Key items such as pajamas, baby essentials, and cleaning products are in constant need by our patrons. By providing important essentials for our clients, you reduce stress from their lives so these individuals can further their focus, time, and resources on breaking the cycle of homelessness.

Involve your business or community group, promote team spirit, and demonstrate your organization's commitment to the community by hosting a donation drive.

### **Here are some suggested items for drives that are constantly in need throughout the year:**

- New Linens (Twin, Full), (New or Gently Used)
- Blankets (New or Gently Used)
- Pillows (New)
- Socks (New)
- Infant Supplies like Diapers (New)
- Hygiene Items (New)
- Gift-cards to Safeway, Target, Walmart, or Gas Cards

# How to Host a Donation Drive

## Phase 1: Plan and Register

1. Determine the timeline for your drive and take a look at some of our drive suggestions in this manual to get an idea of the kinds of items we need at our sites.
2. Email our Volunteer Programs Coordinator at [volunteer@LifeMoves.org](mailto:volunteer@LifeMoves.org) to determine your type of drive and drop off location based on your interests and current need at our sites.

Helpful Questions to Keep in Mind When Planning Your Drive:

- What items are you targeting to collect for this drive?
- How much are you planning on collecting? (estimated items are fine)
- Which dates do you plan on running the drive?
- Which dates do you plan on dropping the collected items? (hours of drop off vary per site)
- What location(s) do you plan on dropping the collected items? (If you would like to collect adult items only then our adult sites are recommended for drop off and if you would like to collect kids/adult items then our family sites are recommended)

Check out the [address](#) and [hours of donation drop-offs](#) for family and single adult shelters on the next page

## Phase 2: Promote and Share

1. Like or follow LifeMoves on Facebook or Twitter.
2. Check out our customizable [flyer](#) attached at the end of this manual to spread the word about your drive.
3. Post flyers around your office, classroom, etc. and place collection boxes in high-traffic areas such as the lunch- room or reception desk. Attach your customizable flyer and drive details to your donation box.
4. Feel free to print and post the LifeMoves [Fact Sheet](#).

## Phase 3: Collect and Deliver

1. Once your drive is over, sort your donations to make sure they are in good condition and write down the approximate amount and dollar value of your donations. Bring this to your drop off site when you bring your donations.
2. Contact our Volunteer Programs Coordinator to schedule your drop off at your designated site.
3. Drop off your donations and fill out a donation receipt at the front desk with a LifeMoves staff member.

Questions? Take a look at our **Frequently Asked Questions** on page 16!

# Locations and Drop-off Times

We have multiple locations across the Bay Area that are in need of in-kind donations. Please view the various locations below to determine the most convenient and proper location that fits with your particular drive.

## Family Sites

### **LifeMoves | Georgia Travis House**

260 Commercial Street

San Jose, CA 95112

Phone: (408) 271-1630

#### **Donation Drop-off Hours:**

Tuesday and Thursday, 9:00am – 12:00pm

### **LifeMoves | Family Crossroads**

50 Hillcrest Drive

Daly City, CA 94014

Phone: (650) 994-8169

#### **Donations drop-off hours:**

Monday: 3:00pm – 6:00pm

Wednesday: 3:00pm – 6:00pm

Friday: 3:00pm – 6:00pm

### **LifeMoves | First Step for Families**

325 Villa Terrace

San Mateo, CA 94401

Phone: (650) 340-8814

#### **Donation Drop-off Hours:**

Monday – Friday, 8:00am – 12:00pm

### **LifeMoves | Haven Family House**

260 Van Buren Road

Menlo Park, CA 94025

Phone: (650) 325-8719

#### **Donation Drop-off Hours:**

Monday and Friday, 9:00am – 5:00pm

### **LifeMoves | Redwood Family House**

110 Locust Street

Redwood City, CA 94061

Phone: (650) 364-8264

#### **Donation Drop-off Hours:**

Monday: 1:00pm – 4:00pm

Wednesday: 1:00pm – 4:00pm

Friday: 1:00pm – 4:00pm

### **LifeMoves | Villa**

184 South 11th Street

San Jose, CA 95112

Phone: (408) 271-0685

#### **Donation Drop-off Hours:**

Tuesday and Thursday only, 10:00am – 4:00pm

## Single Adult Sites

### **LifeMoves | Julian Street Inn \*(18+)**

546 W. Julian Street

San Jose, CA 95110

Phone: (408) 271-0820

#### **Donation Drop-off Hours:**

Monday – Friday 8:30am – 6:00pm

### **LifeMoves | Maple Street**

1580A Maple Street

Redwood City, CA 94063

Phone: (650) 364-1150

#### **Donation Drop-off Hours:**

Monday – Sunday, 8:00am – 6:00pm.

### **LifeMoves | Montgomery Street Inn \*(18+)**

358 N. Montgomery Street

San Jose, CA 95110

Phone: (408) 271-5160

#### **Donation Drop-off Hours:**

Monday, Wednesday and Friday, 2:00pm – 6:00pm

### **LifeMoves | Opportunity Services Center**

33 Encina Avenue

Palo Alto, CA 94301

Phone: (650) 853-8672

#### **Donation Drop-off Hours:**

Monday – Friday, 8am – 4pm

# Gift Card Drive

A Gift Card Drive is a great way to make a direct impact on the lives of homeless individuals. Gift cards from stores like Target or Trader Joes allow for people to buy the specific items that they need to lead happy and healthy lives.

## Gift Card Wish List

- Target
- Trader Joes
- Safeway
- Bed Bath and Beyond
- HomeGoods/Marshalls/T.J.Maxx
- Whole Foods
- Walmart
- K-Mart
- Khols
- Ralphs
- Gas Cards

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House
- Villa

### Single Adult Sites

- Julian Street Inn (18+)
- Maple Street
- Montgomery Street Inn (18+)
- Opportunity Services Center

# Linens and Towels Drive

Clients at LifeMoves are working hard to regain permanent housing and self-sufficiency.

As a result, they can't always afford basic necessities such as linens and towels. Your generous donation of new pillows, towels, and other linen types helps our families save their income and build brighter futures!

## Donation Wish List

- New Pillows
- Pillow Cases
- New Twin and or Full Bed Sheets
- New or Gently Used Full or Larger Blankets
- Towels
- Wash Clothes
- Non-Slip Bath Mats
- Bathroom Rugs

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House
- Villa

### Single Adult Sites

- Julian Street Inn \*(18+)
- Maple Street
- Montgomery Street Inn \*(18+)

# Baby Essentials Drive

Families come to LifeMoves often lacking the most basic supplies; a bag of diapers or a package of formula can make a real difference in the life of a homeless child. To meet our continual need we are turning to you.

## Donation Wish List

- Baby Wipes
- Diapers
- Baby Shampoo
- Baby Powder
- Formula
- Baby Food
- Baby Lotion
- Bath Thermometer

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Villa
- Redwood Family House



# Professional Clothing to Support Job Seekers Drive

LifeMoves hosts Job Fairs to help our clients secure sustainable employment and move forward on the path to self-sufficiency.

Please donate your **new or gently-used** business/professional clothing to support homeless adults searching for jobs. Your support ensures that our clients may present their best selves to potential employers.

## Donation Wish List

### Men's Clothing Needed

#### New or Like-New

- Dress Pants/Slacks
- Button-Down Shirts
- Pullover Sweaters
- Jackets/Blazers
- Ties
- Dress Shoes

### Women's Clothing Needed

#### New or Like-New

- Professional Skirts/Dresses
- Dress Pants
- Blouses/Button-Down Shirts
- Pullover Sweaters and Cardigans
- Dress Shoes
- Portfolios
- Briefcases
- Purses

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House
- Villa

### Single Adult Sites

- Julian Street Inn (18+)
- Maple Street
- Montgomery Street Inn (18+)
- Opportunity Services Center

# Pajamas Drive

A good night's sleep is essential when it comes to living a healthy and productive life. By donating items like pajama tops and bottoms you can help clients get the sleep they need so they can wake up rested and ready to tackle the day!

## Donation Wish List

- Pajama Tops
- Pajama Bottoms
- Slippers
- Socks (all sizes)
- Onesies (kids)

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House
- Villa

### Single Adult Sites

- Julian Street Inn (18+)
- Maple Street
- Montgomery Street Inn (18+)

# Cleaning Supplies Drive

Keeping a clean and comfortable home is part of living a happy life. Cleaning supplies are items that are in constant need by our clients. You can help our clients keep a clean home by donating such items like sponges, Lysol wipes, and hand sanitizers.

## Donation Wish List

- All-Purpose Cleaner
- Disinfectant (Lysol Wipes)
- Mop and/or Broom
- Hand Sanitizer
- Cleaning Gloves
- Sponges
- Paper Towels
- Window Cleaner (Windex)
- Toilet Brush and Cleaner
- Soap
- Duster

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House
- Villa

### Single Adult Sites

- Julian Street Inn (18+)
- Maple Street
- Montgomery Street Inn (18+)
- Opportunity Services Center

# Toiletries to Homeless Families Drive

Toiletries, while necessary, are often pricier than our clients can sometimes afford. A good shower and clean shave can do wonders to a person's confidence. Donating basics like toothpaste, shampoo, and soap keeps our clients clean, happy, and healthy.

## Donation Wish List

Toothpaste  
Toothbrushes  
Floss  
Soap  
Shampoo  
Conditioner  
Razors  
Shaving Cream  
Sponges and Loofahs  
Nail Clipper  
Feminine hygiene products  
Combs and Brushes  
Shower shoes/Flips Flops  
Toilet Paper and Tissues

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House
- Villa

### Single Adult Sites

- Julian Street Inn (18+)
- Maple Street
- Montgomery Street Inn (18+)
- Opportunity Services Center

# Cold Weather Gear Drive

As the weather gets a little colder, items like hats, mittens, and coats are greatly needed by our clients. The simple donation of a warm jacket or a pair of socks keeps our clients warm during those chilly winter months.

## Clothing Wish List

Hats  
Mittens and Gloves  
Socks (all sizes)  
Coats (all sizes)  
Boots (new)  
Scarfs

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Redwood Family House

Villa

### Single Adult Sites

- Julian Street Inn (18+)
- Maple Street
- Montgomery Street Inn (18+)
- Opportunity Services Center

# Toys and Sporting Goods Drive

Homelessness affects hundreds of families across the country every year.

As a result, many families cannot afford to spend their income on items such as toys and board games. Bring a little joy and fun to a child's life by holding your own toy drive today!

## Donation Wish List

- Dolls/Action Figures
- Basketball, Soccer, Baseball, Football, etc. Equipment
- Legos
- Play Dough
- Board Games
- Bikes and Helmets(together)
- Puzzles

## Where to Donate

### Family Sites

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Villa
- Redwood Family House

# Arts and Crafts Supplies Drive

LifeMoves holds multiple active children's programs staffed by Children's Coordinators and volunteers. These programs work to stimulate education as well as creative exploration through various crafting activities. Help encourage a child's creativity by donating some of these items listed below:

## Donation Wish List

- Construction Paper (all colors)
- Glue (Glue Sticks and/or Elmer's Glue)
- Pencils
- Pipe Cleaners
- Markers
- Crayons
- White Board Dry Erase Markers
- Masking Tape
- Tape Dispensers
- Scotch Tape
- Watercolor Paints and Brushes
- Stickers
- Activity Books (Coloring, Mazes, Word Searches, etc.)

## Where to Donate

### **Family Sites**

- Georgia Travis House
- Family Crossroads
- First Step for Families
- Haven Family House
- Villa
- Redwood Family House

# Frequently Asked Questions

## **How long should a drive take place?**

Drives generally run for about 2-4 weeks

## **Where can I drop off donations to LifeMoves?**

Items that you collect should be dropped off at a site coordinated with the Volunteer Programs Coordinator ([volunteer@LifeMoves.org](mailto:volunteer@LifeMoves.org)).

## **How do I collect donations?**

Items can be collected in large boxes/bins (we do not offer or collect donation bins)

## **How can I get a tax receipt for my donation?**

The best way to get a tax receipt is to fill out a donation receipt at the site when you drop off your donation

## **Are there specific drop-off times to deliver my donations?**

Yes, please look at the locations page in this manual to see the specific days and times each location accepts donations.



# Donation Drive

**[Your Group Name]**  
is hosting a [Drive],  
for the homeless shelter  
[Name and Address of site]  
at LifeMoves.

Donate [Donation Wish List]

Donation collection boxes will be at  
[Location] until [Date]

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**LifeMoves is dedicated to helping homeless families  
and individuals return to stable housing and self-sufficiency.  
To learn more or make a financial donation, go to [www.LifeMoves.org](http://www.LifeMoves.org)**