

# How to Host a Collection Drive

## Plan

These questions can get your brainstorming started: When will your collection drive start and how long will it last? Who will be the main contact? Is there a contest or incentive? Do you need to get permission from anyone? Who will transport the goods when the collection drive is over? What will you collect — food, hygiene items, baby items, one day bus passes? There are many options. (See page 2 for some ideas!)

## Communicate

The more people that know, the more people that can donate. Put up posters, send email or texts, make flyers, post in your company or school newsletter or church bulletin. Be creative with your event; try a theme around a holiday or certain items for certain days. Or try providing an incentive for everyone that brings in an item. A theme makes your food drive more fun for everyone and helps people remember to donate!



## Collect

Gather some boxes that are large enough to be noticed, but won't be too heavy when filled. Set them around where everyone will see them — the more obvious it is, the better. Try posting a goal and your progress by the collection site to let everyone know how it's going!

## Deliver

Donate it to stock our shelves! We are at 1920 W. Morris Street, in between Kappes Street and Belmont Avenue. We are open Monday through Friday, from 8am—5pm. You can simply drop everything off or bring the team down and use this as a team-building volunteer opportunity to stock the shelves, put together care kits of items, assemble emergency food bags, etc.

To learn more, please contact Treva Burgess, Volunteer & Donor Services Coordinator  
Office: 317-639-6106 ext 205 • Email: [tburgess@maryrigg.org](mailto:tburgess@maryrigg.org)



# Most Needed Items

## Food for the Market Food Pantry

- Canned meat (chicken, tuna, etc.)
- Boxed “Helper” type meal kits
- Fruits & veggies with pop-tops
- Meals-in-a-can (beef stew, hearty chicken noodle soup, etc.)
- Peanut butter & jelly (in plastic jars)

## Personal Hygiene

- Bar soap
- Shampoo/conditioner
- Deodorant
- Razors & shaving cream
- Feminine hygiene products
- Toothbrush/toothpaste

## Food for the Before & After School Program

- Breakfast bars — cereal, granola, etc.
- Pop-tarts or similar
- Raisins or trail mix
- Fruit cups
- #10 cans of fruit & veggies
- Condiments (ketchup, BBQ sauce, ranch)

## Home Care

- Bleach
- Laundry detergent
- Dish detergent
- All-purpose cleaner
- Sponges

## Unique Items

- One-day bus passes — Transportation is a barrier for many of the job-seeking adults we serve.
- Toilet paper — Simply put, it’s the #1 most requested non-food item in the Market Food Pantry.
- New IPS school uniform items (khaki or navy pants/skirts; black, white, red, navy blue or light blue shirts; belts) — We serve kids ages 5-18 through the before & after school program as well as partner schools 46, 49, and George Washington High School. Uniform items, especially belts, are needed year-round.
- Sunscreen & reusable water bottles — There are about 160 kids each summer in our Summer Day Camp. These items can help us be prepared to serve those kids throughout the summer months.

## Babies & Toddlers

- Baby formula
- Jarred baby food
- Wipes
- Diapers (especially larger sizes 4-5)



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