



JOSEPH'S HOME

Donation Drive Planning Kit



Are you interested in coordinating your own donation drive to raise financial donations or in-kind items for Joseph's Home? This tool kit will provide you with the resources to help you plan and coordinate your donation drive. If you have any questions, please contact

Development Manager Madeline Wallace at

mwallace@josephshome.com.

Thank you for your support of Joseph's Home!



JOSEPH'S HOME

Our Mission

Joseph's Home serves as the only homeless service provider in Northeast Ohio exclusively focused on medical respite care. While men stabilize their physical illness in a nurturing faith-based environment, they also develop their individual housing plans and connections to behavioral health supports.

Who We Serve

All of our residents are homeless and have acute medical issues that require ongoing care. Our residents are in need of or recovering from surgery, going through cancer treatment, in need of wound care or stabilizing chronic conditions that have deteriorated due to lack of stable housing.

How We Help

At Joseph's Home, our eleven-bed facility provides homeless men with a private resident room, integrated health care coordination, ongoing medical supervision, medication management, nutritious home-cooked meals, transportation, and assistance with developing a permanent housing plan.



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How to Plan a Donation Drive for Joseph's Home

- 1.** The first step in planning your drive is deciding what you would like to collect. Financial donations are always a great place to start (make checks payable to Joseph's Home). They allow Joseph's Home to use the funds to support our programs where the money is needed the most. It is easy for people to contribute, in that they do not need to go shopping or search their home for the items you are looking to collect. If you do choose to collect in-kind donations (see In-Kind Donations Wish List), it might be helpful to narrow the focus of your drive to specific items. You can also give supporters the option to donate both!
- 2.** It is a good idea, although not necessary to create a goal for your fundraising drive. Having a goal will help you communicate with your supporters about your drive's progress, how their support is helping you reach that goal and how much further you have to go to make goal.
- 3.** Decide the length of your drive. Maybe it will be a one day fundraiser event, or a month long drive, or even an ongoing collection? Whatever you decide, you will want to communicate that when you are marketing your drive.
- 4.** If you are hosting the drive at your church or place of work, get permission from the appropriate people to host the drive and, if needed, to place collection bins at various locations throughout the building. Management support of fundraising events is key and can even help boost participation.
- 5.** Is a matching gift available? Many companies are willing and able to make a matching gift of their employees' contributions. Check with your company to see if they will match donations.
- 6.** Advertise! Once you have all the pre-planning completed, you will want to get the word out there about what you are collecting and for what cause, what your goal is if you set one, and what the deadline is for making donations.
- 7.** Begin your drive! If your drive is for a longer period of time and you did set a goal, update your supporters on progress throughout the drive. When the drive is over, share the results with everyone who participated and thank them for their help. Be sure to keep track of who donated what so that they can be properly thanked for their generosity!



Wrapping up Your Donation Drive

- 1.** Once your drive is completed, you will need to turn in your donations to Joseph's Home. Checks can be made payable to Joseph's Home. Financial donations can be mailed to the address below. In-kind donations should be dropped off at the location listed below. For drop off donations, please call 216-987-9201 in advance to arrange a time. Normal hours of operations are Monday through Friday 8:30am to 5pm. Drop off outside of normal hours can be arranged on a case by case basis.

Joseph's Home
Attn: Madeline Wallace
2412 Community College Ave
Cleveland, OH 44115

- 2.** For financial and in-kind donations, any donor who we have a mailing address for will receive an official thank you letter from Joseph's Home that can be used as a receipt for tax-purposes. If the donor's name is not listed on their check, if they donated cash or an in-kind item and would like to receive a receipt from Joseph's Home – please collect their name, address and donation amount or item donated on a sheet of paper and send that in with the donations so that we may thank them properly.
- 3.** When sending financial donations, please include with the donation your name and contact information as the drive coordinator, and any additional information you want to share about your drive, so that we may thank you as well for coordinating this effort on our behalf.
- 4.** For in-kind donation drives, the In-Kind Contribution Form will need to be filled out when you drop off the donations. You can fill this out in advance and bring it with you, or we can provide the form to fill out when you arrive.



JOSEPH'S HOME

Fundraising Ideas

Host a Jeans Day or Dress Down Day at your office. Ask coworkers to donate a set dollar amount or bring an item – in exchange they can dress in casual clothes for a day. Talk to your company in advance of planning a Dress Down Day to get the proper approvals.

Competition between groups or departments. Competitions between groups can be fun and can encourage people to stretch a little further in their donation. Have groups compete to see who can raise the most money in a set period of time or who can raise \$500 first. Don't forget to get management approval if competition is workplace based. Management approval and participation can help results, as well!

Host a Virtual Drive. For friends and family not located nearby, you can host a virtual drive. Promote your drive through email and social media. Direct supporters to our website to make a financial donation or to Joseph's Home charity registry at Target to purchase items in support of your drive. On the donation form, they can credit their donation to your donation drive efforts by making their gift in honor of you.

Get Creative. There are many fun things you can do to raise money or in-kind donations. These listed are just a few. Get creative and come up with your own!





In-Kind Donation Wish List

Gift Cards:

- Target
- Home Depot
- Giant Eagle
- Walmart
- Visa Gift Card
- Gas Gift Card

Gently used or new clothing (adult male sizes):

- Underwear
- Undershirts
- Shoes
- Socks
- Pants
- Shirt

Personal hygiene items:

- Razors
- Shaving Cream
- Soap
- Toothbrushes
- Toothpaste
- Shampoo
- Deodorant
- Hairbrushes

Small household items:

- Clothing Hangers
- Lamps
- Bedding
- Towels
- Dishes
- Pots & Pans
- Microwaves
- TVs
- Silverware
- Kitchenware

Art Supplies:

- Canvases
- Acrylic paint
- Paint brushes

Our in-kind donation wish list changes with the needs of our residents and alumni.

Do you have something you would like to donate that you don't see on the list?

Interested in donating larger items like furniture or items in larger quantities?

Please contact us in advance (216.987.9201) to see if it is one of our current needs and if we have the room to accept the items.

If you have any questions, please contact:

Madeline Wallace
Development Manager
216.987.9201
mwallace@josephshome.com

Thank you for your support!