



# Hosting a Drive Toolkit

Contact person at Heartland Hope Mission  
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Thank you for your interest in hosting a drive. This is a great way for your family, club, or organization to serve the working poor in our community. Collecting donation items during drives help us keep our shelves full of nutritious food, essential hygiene items, and appropriate clothing.

## Getting Started

Getting your drive started is simple. Follow these **5 easy steps**:

- 1.) Select the time frame of your drive and dates on your calendar.
- 2.) Choose what items you would like to collect from the list below.
- 3.) Decide how you will collect them (barrels, boxes, etc...)
- 4.) Contact Renae to get your drive officially scheduled.
- 5.) Decide how to promote your drive (social media, flyers, emails etc...). We will provide any marketing materials you will need.

**A. Select your time-frame.** You can run your drive for as long as you would like.

**B. Select the items you want to collect (items in bold are the most needed)**

1. *Canned & boxed food*

- a. **Breakfast items/cereal**
- b. **Canned fruit and vegetables**
- c. **Canned meat**
- d. **Baby formula**
- e. Spaghetti sauce or canned tomato products
- f. Peanut butter
- g. Canned soup

2. *Hygiene items*

- a. **Shampoo and conditioner**
- b. **Deodorant**
- c. **Feminine hygiene products**
- d. **Body wash or bar soap**
- e. Toothpaste
- f. Toilet paper

3. *Clothing and household items*

- a. **Men's shirts and pants**
- b. **Baby clothing (size newborn to 5t)**
- c. **Children's clothing (size 4-6 or higher)**
- d. **Plus Size Clothing Men and Women (sizes 1x and higher)**
- e. Linens and towels
- f. Kitchen utensils or cookware
- g. Home décor
- h. Coats in all sizes

4. *Baby Diapers*

- a. **Size 1-6 and baby wipes**

## **B. Schedule Your drive**

Contact Renae at 402.733.1904 x11 or email [Renae@HeartlandHopeMission.org](mailto:Renae@HeartlandHopeMission.org) to schedule your drive. If you need donation barrels or boxes, you can make this request with Renae.

## **C. Marketing Materials**

Included in this tool kit are marketing materials you can use to help promote your drive. A customizable flyer and Heartland Hope Mission's logo are included. Your company's logo can also be added to the flyer by request. Please email [Renae@HeartlandHopeMission.org](mailto:Renae@HeartlandHopeMission.org) for your logo to be added to the flyer.

## **D. Recognition**

We would like to recognize your group for hosting a drive by using social media. Please email [Renae@HeartlandHopeMission.org](mailto:Renae@HeartlandHopeMission.org) with any photos of you and/or your group collecting donation items that we can post on our social media accounts.

## **Finishing Up Your Drive**

Your final step is scheduling a pick up or drop off of the donation items you collected during your drive, along with any barrels. To schedule our driver to pick up the donation items, contact Renae at 402.733.1904 x11 or [Renae@HeartlandHopeMission.org](mailto:Renae@HeartlandHopeMission.org).

**You can also drop off your collected donation items during one of our pantry times. Here is a list of locations and hours:**

### **South Omaha 2021 U St, Omaha, NE 68107**

Tuesdays: 6:30 pm to 7:30 pm

Thursdays: 1:30 pm to 4:00 pm

Saturdays: 9:30 am to 12:00 pm

*\*\*Donations can be dropped off at the back of the building (south parking lot). You will come to the green door (donation drop off/volunteer entrance) and ring the bell. A staff member will assist you. Please ask for a tax receipt if you need one.*

### **Millard 5321 S 139th Plaza, Omaha, NE 68137**

2nd Saturday of the month: 10:30 am to 11:30 am

Last Wednesday of the month: 1:30 pm to 3:30 pm

*\*\*Come to the main doors that face west. A staff member will assist you. Please ask for a tax receipt if you need one.*