



Church Donation Collection Plan

Contact the store at 215-428-2800

We want each church to decide the best way to coordinate their **Good Stuff Thrift Donation Day**. Below are suggestions that have proven successful in other collections.

Planning

Identify a couple of people to plan the **Good Stuff Thrift Donation Day**.

There are two key responsibilities that can be assigned: Church Coordinator and Donation Day Coordinator.

There should be a person who will be the one-point-of-contact with GST.

Donations can be taken to any of our stores, if you have someone with a truck or van. If you need the GST truck for pick-up be sure to contact GST to arrange for availability of a truck to pick up donations before confirming the date of your donation drive. Establish a time of day for pick-up based on the timing of the event.

Communication

Flyers, posters and write-ups can be downloaded from our website at **goodstuffthrift.org** and edited for your use.

The following information should be included in the church flyer and other communication materials:

- Church name
- Drop-off dates and times
- Drop-off location
- Church Coordinator's name and phone number.

The flyers can be printed on one side of an 8-1/2 X 11 inch paper and folded over or they can be printed on the front and back of 5-1/2 X 8-1/2 inch paper.



Church Coordinator:

Schedule the event on the church calendar.

Determine what types of items will be requested for donation. This is often determined by the space available to store the items at the church for the duration of the drive. For example, if there is not much room, large items such as furniture and large appliances, bicycles etc. should not be dropped off at the church. GST will make pick-ups of large items at the donors' homes. The Church Coordinator should schedule one day when the GST truck can come to the area to make all the pick-ups. Smaller items, such as clothing, books, linens, kitchenware, knick-knacks, etc. can be dropped off at the church. Coordinate with GST for advertising material to meet your church's needs.

Determine where at the church site the donations will be dropped. If the collection area is outside, there should be an alternate location in case of rain. The overhang at the entrance of the church can often work nicely.

Communicate the donation day in as many ways as practical at least 6 to 8 weeks prior to the event.

- Include flyers in the church bulletin or hand them out to people as they enter the sanctuary 3 to 4 weeks before the donation day (personally handing flyers to people seems to be most effective).
- Make announcements at services and other meeting.
- Include the information in the church web site and/or the weekly newsletter.
- e-mail the information to the congregation.
- Display posters and flyers in the appropriate places in the church such as the welcome desk, information desk, etc.
- Provide donation collection information to Sunday school classes, youth groups, Bible studies, and other smaller church groups.
- If the church has other means of communications, consider including the GST donation day information there.



Donation Day Coordinator:

Obtain a volunteer to support with drop-offs on the day(s) of the drive by:

- Helping get donations out of cars and putting them in a central location where the Good Stuff truck will pick them up
- Handing out Good Stuff Thrift tax receipts and flyers

Ensure that a representative from the church is present when the GST truck arrives and while donations are being picked up.

Donation Collection on a Weekend

Saturdays have generally been better than Sundays for donation collections, but either day can work.

For Sunday collections, Donation Day Coordinators and support volunteers should be available even during services, depending on the donation drive hours.

Donation Collection During the Week

Determine the days, dates and times of the collections during the week and include all of those dates and times on the flyer.

Consider having Donation Day Coordinators available to help with drop-offs on the days planned. If coordinators are not available, someone should be on hand to provide a GST tax receipt and a flyer about GTS and the charities we support, if possible. This could be a staff member who is at the church during the day.