

How To Run A Pots & Pans Drive



Planning and Running a pots & pans drive for OTS is actually very easy and it really helps our homeless clients get a fresh start when they move into their rentals. Just follow the steps below:

1. **Team** - Establish your team that will plan, advertise, and actually be at the drive to accept donations. This can be one individual, but we recommend at least 2 people to keep each other company.
2. **Location** - Establish your donation drop off location where you will set up a table and some signs so it will be easy for donors to park their vehicles and drop off their donations. We recommend a park where your table and signs will be easy to see and where parking is available.
3. **Date and Time** - Establish a date and time that works for both your team and for donors. Plan to support your drop-off location for at least 2-3 hours. Saturday's from 10am-1pm have worked well for others.
4. **Signs and Posters** - Create some simple and highly visible posters and signs that can simply say "OTS Pots & Pans Drive." Make sure that people will be able to easily see these from a distance.
5. **Flyer** - Make a simple flyer and be sure to include the basics: what, when, where, who, and why - be as creative as you want! Feel free to use pictures and any content from our website www.otshb.com. In fact, your flyer should mention our website www.otshb.com so that your donors can learn about who their donations will help. See the **Example Flyer** on the next page.
6. **Marketing and Advertising** - At least 1 week prior to the event post on all your social media (Facebook, Twitter, Instagram, Email, etc.) to let others know that you will be hosting a Pots & Pans Drive and attach your flyer. You can also post paper flyers in your community. Be sure to let us know that you posted online so we can also share it on our Facebook page: <https://www.facebook.com/offthestreetsnowhb>
7. **Run the Drive** - On the day and time of your drive, set up your table and signs to accept donations. Take pictures of your drive so you can share them on social media. If the donors want a receipt write down their email address and then after the drive send us the final email list and we'll email them a receipt.
8. **Drop Off Your Donations** - Using the drop-off instructions at this link drop off your donations at our warehouse (scroll about half way down the page): <http://offthestreetsnow.com/hb/donate/>. Let us know after you've dropped them off so that we can move them into our warehouse.

That's it, you're done! Thank you for your service to this worthy cause!

Example Flyer



Pots and Pans Drive

When:

Saturday, February 27th

Drop off will be from 9 A.M.-1 P.M.

Where:

Lake Park (Near Boy Scout Cabin)

What:

We will be collecting pots and pans for Off the Streets Huntington Beach.

Off the Streets is a local organization that assists homeless people in finding a place to live. In doing so, these homeless people often needs pots and pans.

Who:

Anybody can donate!

This is a great opportunity to clean out your cabinets and help someone who is less fortunate.