



## HOW TO RUN A NOAH'S ARK SUPPLY DRIVE

### Preliminary Work:

- Get permission from the store Manager for the date and time you want.
- Get commitment from volunteers.
- Prepare "wish list" handouts.
- Prepare an 8½ X 11 Noah's Ark sign using our logo.
- Get a Cash Donation Jar.
- Review a Noah's Ark brochure so you are familiar with our shelter, ex., we are a "no-kill" shelter.

### What's needed at the drive:

- Table and chairs, tablecloth and Noah's Ark sign.
- Cash Donation Jar for the table.
- Many copies of the wish list.
- 3 or 4 shopping carts borrowed from the store at the store exit.
- Van to transport donations back to the shelter.
- Volunteers to help unload supplies into the shed at the shelter.

### Set Up:

- Before you set up, find the store manager, thank them for letting us have the drive.
- Verify where the bathrooms are and let the volunteers know.
- Set up table, chairs and Noah's Ark sign near the entrance to the store but do not block the entrance and leave enough room for your volunteers to be able to walk up to people as they enter.
- Have at least one person at the exit with the shopping carts. People leave their donations in the carts.

### The Drive:

- As shoppers come up to the store, volunteers politely hand them a wish list and say "While you are shopping will you get something from this list for Noah's Ark?" Give them a copy of the wish list and say "thank you".
- Don't crowd the entrance too much because that makes people want to run by you to avoid conversation.
- Thank people as they drop donations into the carts as they exit.
- Periodically empty the carts into a van or other vehicle so you are not tying up too many carts/space on the sidewalk.

### After the Drive

- Include a paper identifying name of your group and the store where you held your drive with the supplies you collected.
- Deliver the supplies to the shelter during staffed hours:
  - 9AM-4PM Tues, Thurs, Fri
  - 9AM-6PM Wed
  - 9AM-3PM Sat & Sun