

2000 St. Anthony Ave. **651.645.0349** TEL

 St. Paul, MN 55104-5199 651.645.8057 FAX

[**www.keystonecommunityservices.org**](http://www.keystonecommunityservices.org)

**Steps to a Successful Donation Drive**

1. **Set a goal**

Set a goal for the amount of goods to be collected. Setting a target goal helps your group build momentum. Encourage people to help you meet or surpass your goals by putting up flyers and telling them the importance of your drive.

1. **Determine the timeframe of the donation Drive**

When do you want to host your drive? We recommend no less than one week and no longer than a month.

1. **Location of collection**

Decide if your collection bins will be in a central location or multiple locations. If possible, coordinate drive events and collections at multiple locations in your area: schools, stores, banks, restaurants, etc. Using multiple locations can encourage additional donations due to ease of access.

1. **Promotion**

Advertising is the key in achieving success. Share information throughout your community and /or organization to generate interest and involvement early in the process. Let them know -- who, what, when, where and why of your collection. Remind people! Posters, announcements, flyers, newsletters, Facebook and other social media are all great ways to spread the word.

1. **Celebrate your impact**

Track your progress and let people know about your successful drive. This creates great motivation for participants. Remember to thank your donors and participants for their support. If you don’t know who they are, then follow up in a newsletter or social media thanking everyone as a whole.

1. **Delivering Donations**

Your successful drive has ended and it is time to deliver the donations to Keystone Community Services. It is helpful for us to know about the deliveries in advance-call Keystone’s volunteer coordinator at 651-797-7225.

**Food donations can be delivered to one of our Food Shelves:**

**Midway Food Shelf Rice Street Food Shelf Roseville Food Shelf**

1916 University Ave 1459 Rice Street, Suite 3 2833 Hamline Ave North

St. Paul, MN 55104 St. Paul, MN 55117 Roseville, MN 55113

651-917-3762 651-487-2792 Ext. 1 651-348-6689

**Bike donations can be delivered to the Express Bike Shop**: Located at 1158 Selby Avenue, St. Paul, MN 55104

**All Other Deliveries to: Keystone Community Services**

 2000 St. Anthony Avenue

 St. Paul, MN 55104

**\*\*\*\***If you are unable to deliver, you can arrange to have the donations picked up. Please call 651-797-7725**\*\*\***

**Don’t worry, we also accept monetary donations**

For some people it is easier to donate money instead of items. Cash donations will be put directly into purchasing supplies for programs. They can donate financially a number of ways:

* Write a check made payable to Keystone Community Services
* Donate online at [www.keystoneservices.org/donate](http://www.keystoneservices.org/donate)

**Keystone Community Services is registered with the IRS as a tax-exempt 501(c)(3) nonprofit.**

**Donations may be tax-deductible.**