



COMMUNITY DONATION DRIVE TOOLKIT

Everything you need to organize and start a successful donation drive for Wellspring House, including planning resources, hosting tips, and printable materials.

INSIDE THIS TOOLKIT:

- ✓ How to get started
- ✓ Choose the right donation drive
- ✓ Tips for a successful collection
- ✓ Contact information & next steps
- ✓ Printable drive flyers





WHY DONATION DRIVES MATTER



Every day, Wellspring helps families and young adults move toward stable housing, education, employment, and lasting financial security. As participants work toward these goals, everyday essentials like toiletries, cleaning supplies, bedding, and professional clothing can make all the difference. Community donation drives help ensure those essentials are available when they are needed most.

Support Stable Homes

Household essentials help families settle into safe, comfortable living spaces.

Reduce Financial Barriers

Everyday necessities allow families to direct more of their income toward housing and other essentials.

Create Opportunity

Professional clothing and basic supplies help participants prepare for employment and other important milestones.

Thank you for considering a donation drive in support of Wellspring House. Whether you're organizing a collection at work, school, your place of worship, or in your neighborhood, your generosity directly supports community members as they build stable homes, pursue education, and achieve lasting financial security.

We hope this toolkit makes it easy to get started, and we're here to help every step of the way!

Wellspring House, President & Executive Director

LET'S GET STARTED



Hosting a donation drive is simple. Follow these four steps, and contact us with any questions.

01

STEP ONE Commit & Register

Decide on a drive window (we suggest 2-4 weeks for best results).

Fill out our form here:

**02**

STEP TWO Set Up Your Collection Point

Place a clearly labeled collection box or bin in a high-traffic area (lobby, break room, front desk).

Post the provided flyer near the collection point so donors know exactly what is needed.

Consider announcing the drive in a newsletter, email, or staff meeting.

03

STEP THREE Collect & Count

Encourage friendly competition between participants.

Share progress updates to keep momentum going.

Check the most needed items list (pages 4 - 9) for what to prioritize.

04

STEP FOUR Schedule a Pick-Up or Drop-Off

Contact us at the end of your drive to arrange a pick-up, OR drop donations at our 302 Essex Avenue, Gloucester location.

We will provide a donation receipt for your records.

We will send a thank-you letter that can be shared with your participants.

Helpful Tips:

- ✓ Two to four weeks is an ideal drive length.
- ✓ Place collection bins somewhere highly visible.
- ✓ Share reminders throughout your drive.
- ✓ Friendly competitions help boost participation.
- ✓ Questions? We're only a phone call or email away.

Need Help?



978-281-3558 ext. 300



mhardwick@wellspringhouse.org



wellspringhouse.org

CHOOSE YOUR DRIVE

HYGIENE DRIVE



Help stock everyday personal care essentials.

HOUSEHOLD ESSENTIALS DRIVE



Provide cleaning supplies and household products that help families maintain safe, healthy homes.

LINEN DRIVE



Donate towels, blankets, pillows, and comforters that help transform a house into a home.

BED-TO-GO DRIVE



Create complete twin bedding kits for families moving into permanent housing.

SOCK DRIVE



One of the easiest ways to make an immediate impact.

CAREER CLOTHING DRIVE



Help participants enter the workforce with confidence by donating professional attire.

Don't see the right fit?

We'd be happy to help you create a customized donation drive based on our current needs. Just reach out to our team!

HOST A HYGIENE DRIVE

Personal & Family Care Essentials

Most Needed Items:

Personal Care	Family Care
Toothbrushes	Baby Wipes
Toothpaste	Feminine Hygiene Products (All types/sizes)
Shampoo	Sunscreen
Conditioner	Body Lotion
Body Wash	Deodorant

Please Donate:

- ✓ New, unopened products only
- ✓ Full-size items
- ✓ Children and adult products

*Preferred Brands: Dove,
Dial, Suave, and Palmer's*



HOST A HOUSEHOLD ESSENTIALS DRIVE

Cleaning & Kitchen Supplies

Most Needed Items:

Cleaning	Laundry	Kitchen
All-Purpose Cleaner	Laundry Detergent (liquid, pods, or sheets)	Dish Soap
Bathroom Cleaner		Sponges
Floor Cleaner		Scrub Brushes
Disinfecting Wipes		

Please Donate:

- ✓ New, unopened products only
- ✓ Household sizes preferred
- ✓ Multi-packs encouraged
- ✓ Liquid, pod, or sheet detergent accepted



HOST A LINEN DRIVE

Comfort for a New Home

Most Needed Items:

Bathroom	Bedroom & Comfort
Bath Towels (adult and children sizes welcome)	Blankets
Hand Towels	Comforters (adult and children sizes welcome)
Washcloths	Pillows (twin size)

Please Donate:

- ✓ New items only
- ✓ Twin size pillows preferred
- ✓ Adult and children's items welcome



HOST A BED-TO-GO DRIVE

Everything Needed for a Fresh Start

Build One Complete Kit:

Twin Sheet Set
Pillow
Pillowcases
Comforter/Blanket
Mattress Pad or Protector

Please Donate:

- ✓ New items only
- ✓ Twin size preferred



HOST A SOCK DRIVE

A Small Item with a Big Impact

Most Needed Items:

Children’s Socks	Adults	Seasonal Needs
Infant	Women’s	Athletic Socks
Toodler	Men’s	Warm Winter Socks
Youth		

Please Donate:

- ✓ New socks only
- ✓ All sizes welcome
- ✓ Multi-packs encouraged



HOST A CAREER CLOTHING DRIVE

Dress for Opportunity

Most Needed Items:

Professional Apparel	Shoes & Accessories	Healthcare Careers
Blouses & Dress shirts	Dress Shoes & Flats	Medical Scrubs
Slacks & Dress Pants	Belts	Supportive Work Shoes
Blazers & Suit Jackets	Hosiery & Socks	

Please Donate:

- ✓ Professional attire only
- ✓ New or gently used clothing accepted (clean and in excellent condition)
- ✓ Young adult and adult sizes are welcome





HYGIENE DRIVE

Help stock the personal care essentials that support families and young adults as they work toward stable housing, education, and employment.



Most Needed Items:

Toothbrushes
Toothpaste
Baby Wipes
Shampoo/Conditioner
Sunscreen
Body Lotion
Body Wash
Deodorant
Feminine Hygiene Products



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HOUSEHOLD ESSENTIALS DRIVE

Everyday cleaning supplies are essential for maintaining a healthy home, but they can quickly add up for families balancing rent, utilities, groceries, and other necessities. Your donations help ease that burden and allows participants to focus on building long-term stability.



Most Needed Items:

All-Purpose Cleaner
Bathroom Cleaner
Floor Cleaner
Disinfecting Wipes
Laundry Detergent
Dish Soap
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LINEN DRIVE

When families move into stable housing, they often have little more than the keys to a new apartment. Fresh towels, warm blankets, and comfortable bedding help transform an empty space into a place to call home.



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Hand Towels
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BED-TO-GO DRIVE

For many families moving into permanent housing, a bed is one of the first and most important steps toward feeling at home. A Bed-to-Go kit provides the essential bedding needed to create a safe, comfortable place to rest on the very first night.



Each Kit Includes:

- Twin Sheet Set
- Pillow
- Pillowcases
- Comforter or Blanket
- Mattress Pad or Protector



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SOCK DRIVE

New socks are one of the most requested clothing items because they're a daily necessity that many families simply can't prioritize in an already stretched budget. A sock drive is an easy way for groups of any size to make an immediate impact.



Most Needed Items:

Infant/Toddler/Youth Sizes
Adult Women/Men
Warm Winter Socks
Athletic Socks



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CAREER CLOTHING DRIVE

As individuals complete education, job training, and workforce development programs, many face one final barrier: having professional clothing for interviews and their first days on the job. Your donations help participants present themselves with confidence as they take the next step toward lasting financial stability.



Most Needed Items:

Blouses/Dress Shirts
Slacks/Dress Pants
Blazers/Suit Jackets
Dress Shoes/Flats
Belts
New Socks/Hosiery
Medical Scrubs
Supportive Work Shoes



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