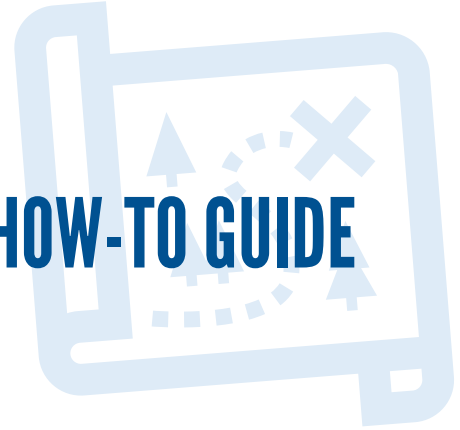




United Way
of Douglas County

DIY VOLUNTEERING: HYGIENE KIT HOW-TO GUIDE



Thanks for volunteering to build hygiene kits for our community!

The kits you build will provide much needed support community members who are income and housing insecure. Agencies we provide hygiene kits to include [Lawrence Community Shelter](#), [The Willow Domestic Violence Center](#), [Drop-In And Rest \(DARE\) Center](#), [Bert Nash Homeless Outreach](#), and [Clare's Community Closet](#). If you want to learn more about these organizations we encourage you to visit their websites, feel free to reach out to us if you want more in-depth information.

What should we collect?

All items should be un-opened, unused, and not in over-size bottles. If you receive any items that will not fit in your kits through your drive, check out our donation guide to find them a home: <https://www.unitedwaydco.org/donation-guide>

**Items that tend to be high need*

Toothbrush
Toothpaste
Disposable Razor*
Band-aids
Bar Soap
Shampoo & Conditioner
Floss
Mouthwash
Baby Powder
Lotion
Black hair care products*
Menstrual products*
Washcloth

You can also collect/add:

Notes or cards of caring
Chapstick
Bug spray
Sunscreen
Winter items (gloves, hats, scarves, hand warmers)
Cough Drops
Socks (the thicker the better)



How do I run a donation drive?

This part is somewhat up to you. If there is a place that you already operate from (school, church, workplace) that's a great place to start from. Here's a basic outline of things you'll need:

A team

Be sure to assign tasks as you go! Find people's strengths and use them. Your team is more likely to be successful if roles, tasks, and expectations are clear.

Collection bin(s) and location(s)

- If possible, a central location at your school, church, or workplace is great!
- Businesses that carry products you plan to collect are usually happy to host a bin.
- It is a good idea to have a collection bin that's as sturdy as possible and either large in size or brightly colored so it stands out.
- We recommend placing donation bins inside. If you're going to collect donations outside, make sure your bin has a lid, is waterproof, and won't blow away.
- You can put a list of what you're collecting on or near the bin to help drive donations.

A plan!

You can start with answering these questions (check out the attached worksheets!)

- 1) What's your collection goal?
- 2) How will you keep track of your supply bins? We suggest you number the bins, make note of which number goes where, and make sure you have someone who is responsible for each bin.
- 3) How often will collect from the bins?
- 4) Who will collect from the bins?
- 5) Where will we store collections during the drive?
- 6) When will the drive end? (make sure you retrieve all your bins after it's over!)
- 7) Where, when, who will we get together to pack the kits?
- 8) Who will deliver the kits to the United Way (or other agency) for distribution?

Get the word out!

- You can use Canva or another free program to create your own graphics, social media posts, and flyers to get the word out.
- If your organization has regular announcements, meetings, or newsletters that's another great way to get out the word!

Having trouble with any of these steps/supplies?

If you're a youth organization, check in with an adult for help. Still need support? Reach out to us!



Kit-Packing Tips

COVID-19 precautions: When packing kits please wash your hands, wear a mask, and wear gloves if possible. Practice social distancing if you are packing kits in a group setting.

- Kits should be packed in a sealable, waterproof bag, gallon zip bags are great!
- You may want to place some items in smaller bags within the kit.
(Think about when someone travels and take toiletries with them. They don't want soap on their toothbrush and they don't want a spray bottle of bug spray to leak on everything.)
- Toothbrush caps are great for keeping toothbrushes clean.
- If something is leaking a lot, don't pack it. You can still donate it with the kits.
- All the kits don't have to be exactly the same. People who are experiencing housing instability are just like everyone else. We all have varying needs and preferences.

Resources

If you are packing kits for specific organizations, check out what their current needs are! Here are some **donation needs lists** we are aware of:

[/www.lawrenceshelter.org/donate/](http://www.lawrenceshelter.org/donate/)
www.willowdvcenter.org/get-involved
www.darecenterlawrence.org/take-action

Douglas County Donation Guide:

www.unitedwaydgco.org/donation-guide



The following resources may be available, notice is required, see attached agreement:

Donation Barrels: If our donation barrels are not currently in use, they may be available for check-in.

Storage: If you are in need of a centralized storage space for collected donations during the drive, we may be able to provide space.

Kit Assembly Space: If you need a place to get together and build kits we can coordinate with staff to find an available space in our building.

Newsletter: We email out a monthly newsletter & love highlighting volunteer activities! Depending on the timing of your donation drive, we may be able to include information in our newsletter to help get the word out.

Volunteer Site: If you would like to use the volunteer site to track your volunteer time we can send you information on how to do so.

Printable Resources: If you would like to include printed resource guides in your kits we can provide you with printable files.



Donation Drive Agreement

Donation Drive Leader: _____ Phone: _____

Donation Drive Organization: _____

of Kits: _____ Donation Drive Kick-off: ____ / ____ / ____ End: ____ / ____ / ____

Return Supplies By: ____ / ____ / ____ Staff Contact: _____

Support requested from the United Way:

- ☐ ____ # of donation barrels
- ☐ donation storage from ____ / ____ / ____ to ____ / ____ / ____
- ☐ kit assembly space on ____ / ____ / ____ for _____ # of volunteers
- ☐ staff presentation during kit assembly
- ☐ advertise donation drive in monthly newsletter
- ☐ training on volunteer site for hours tracking
- ☐ printable resources to include in kits (volunteers responsible for printing)

If you would like us to promote your activities on social media please tag the United Way of Douglas County, Kansas.

Instagram @unitedwaydouglasco , Facebook & Twitter @unitedwaydgco

Thank you for running a donation drive! These projects both make a meaningful impact on our community and add to our organizational capacity. In return for our help we ask that you please:

- ☐ Stick to the list! If you want to collect items that are not on the recommended list, please check with us first. Depending on what agency we are providing kits to they may not be able to accept certain items.
- ☐ Take good care of any supplies you borrow and return them in good condition
- ☐ Remove donated items from United Way storage on or before the agreed upon date
- ☐ Show up on time for kit assembly events hosted by United Way or our partners
- ☐ Engage with our staff presenters! We're here to answer your questions
- ☐ Respect donation hours and instructions when delivering kits

We want our hygiene kits to go to:

- ☐ Highest Need (kits will go to agencies with the highest current need)
- ☐ Willow Domestic Violence Center (willowdvcenter.org)
- ☐ DARE Center (darecenterlawrence.org)
- ☐ Lawrence Community Shelter (www.lawrenceshelter.org)
- ☐ Lawrence Winter Shelter (seasonal)
- ☐ Clare's Community Closet (facebook.com/CCommunityCloset/)
- ☐ Other, please list: _____

Volunteer Signature: _____ Date: ____ / ____ / ____

Supervising Adult Signature: _____ Date: ____ / ____ / ____

United Way Staff Signature: _____ Date: ____ / ____ / ____

Hygiene Kit Donation Drive Planning Packet

BASIC DRIVE INFORMATION



Team Lead _____

Phone _____ Email _____

United Way Staff Contact _____

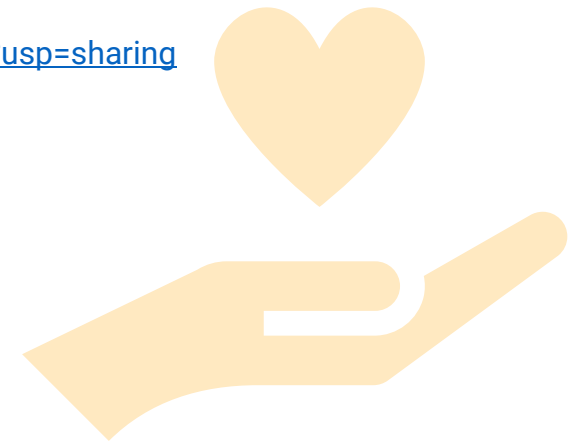
Phone _____ Email _____

Donation Drive Start Date _____ End Date _____

Collection Goal _____ ☐ items ☐ kits

If you prefer to use Google Sheets a version of these forms is located here

https://drive.google.com/file/d/1yQeB-SJzDbiZlIdm_ZizoNp8GE54-Vq3/view?usp=sharing



| NAME | EMAIL | PHONE # | TASKS/ROLES | NOTES |
|------|-------|---------|-------------|-------|
| | | | | |

| Bin # | Collection Date | Item Type | Qty |
|-------|-----------------|-----------|-----|
| | | | |

Donation Bins

| Bin # | Bin Location | Who is collecting? | Collection Dates | Notes |
|-------|--------------|--------------------|------------------|-------|
| | | | | |