

HOST A DRIVE

HOW-TO'S OF COORDINATING
A DONATION DRIVE WITH
AMERICAN FAMILY HOUSING



Donation Drive Planning Guide

Thank you for partnering with American Family Housing to gather much-needed supplies for our most vulnerable neighbors! This planning guide will assist you in coordinating an easy and successful drive.

The mission of American Family Housing (AFH) is to provide a continuum of housing and an array of services to support homeless and low-income families and adults to secure a stable home, to be an active part of their community, and to achieve a self-sustaining way of life.

AFH brings interdisciplinary expertise to its mission, generating cost-effective, practical solutions for vulnerable households who otherwise might not be able to secure or maintaining a home. Our real estate development team oversees our construction and acquisition pipeline; our property management team handles the operations and maintenance of more than 50 AFH rental properties, as well as properties owned by our partners; and our program services team provides support to our tenants and clients with a focus on evidence-based practices.

The individuals and families we serve consistently need hygiene supplies, home essentials, and food. Donation drives are crucial to helping us meet those immediate needs. But hosting a drive doesn't just provide much-needed items: it's one of the best ways to raise awareness in our community about homelessness in Southern California. Your business, organization, school, church, or community group can make a big difference by hosting a drive and spreading the word.

In-kind donations play an important role in helping us keep costs down and meet the needs of homeless individuals and families. You can host a drive for our currently needed items by following the steps outlined in this guide.



Organizing the Donation Drive

Step 1: Start

Contact Nathaly at nguevara@afhusa.org to register your group for a donation drive and get the necessary materials.

Step 2: Promote

Most people want to help—they just need to be asked. You can send texts, and emails, use flyers, or post to Instagram, Twitter, and other social media. Bring up the drive at meetings and group gatherings. Send this opportunity to all employees, families of students, or your network via email or newsletter. Host a party and ask guests to bring a donated item.

AFH can help! We have customizable materials to promote your drive!

Step 3: Collect

Pick a central location for people to drop off their items. However, for office or school drives, make sure to have collection boxes at several locations. Encourage people to get the whole family involved. You can also collect items during a holiday party or office gathering.

Monetary donations, including gift cards, are also welcome; in many cases, they're the best option to help our families find what they need. Include a jar for cash donations, and a sign asking for checks to be made out to American Family Housing.

Take lots of pictures of this process!



Organizing the Donation Drive (cont.)

Step 4: Sort

As donations are received, take time to go through the donations to sort them into corresponding categories and look for items that cannot be used once delivered.

Consider taking pictures of the sorting process, before and after, to show off your hard work!

Step 5: Deliver

Once you're ready to donate your items, please get in touch with Nathaly at nguevara@afhusa.org to schedule a donation time.

This is a great way to engage your group and generate attention for the success of the donation drive. Invite donors to assist in the delivery and come photo ready! If your group has team shirts or uniforms, feel free to wear them.

Step 6: Celebrate!

Remember to thank those who donated! Post pictures of your donations on social media and other communications. Don't forget to tag us on Facebook, Instagram, and Twitter!



Campaign Materials

The following pages will have various materials that you can use for your donation campaign. These are yours to utilize as you promote the drive. We can also create custom flyers and social media graphics for you to use, just contact Nathaly at nguevara@afhusa.org to request those be made.

Materials in this section:

- Donation needs lists
- Monetary donation sign with QR code that goes to our donation webpage
- Sample customizable flyers and social media graphics





Basic Essentials Drive

Please consider donating any of the following items on the list.

Please note that all items donated must be new.

We are not accepting open or used hygiene products, socks, or undergarments.

To coordinate drop off please contact

Nathaly Guevara

Nguevara@afhusa.org or call at 949-613-0340

Daily Living Essentials

- Toothpaste
- Toothbrush
- Mouthwash
- Baby Wipes
- Shampoo
- Conditioner
- Bar Soap
- Razor
- Toilet Paper
- Feminine Products

Nonperishable Prepared Foods

- Granola & Protein Bars
- Crackers
- Tuna Snack Packs
- Jerky
- Fruit Cups
- Bottled Water

Essential Clothing & Items

- Socks
- Underwear
- Rain Ponchos
- Mylar Blankets
- Emergency Blankets
- Sleeping Bags

Other Essentials

- Grocery Store Gift Cards
- Gas Gift Cards

Thank you for your support!



Food & Pantry Staples Drive

Please consider donating any of the following items on the list.

***Please note that all items donated must be new.
We are not accepting expired or damaged items.***

To coordinate drop off please contact

Nathaly Guevara

Nguevara@afhusa.org or call at 949-613-0340

Shelf Stable Food Items

- Pasta
- Rice
- Oats & Cereal
- Dry Beans
- Boxed/Dry Milk
- Peanut Butter
- Dried Seasonings/Spices
- Instant Mashed Potatoes
- Instant Coffee
- Cooking Oils

Canned Food Items

- Tuna, Chicken, & Meat
- Pasta Sauce
- Beans
- Vegetables
- Fruit
- Soups & Stews

Nonperishable Prepared Foods

- Granola Bars
- Protein Bars
- Crackers
- Tuna Snack Packs
- Jerky
- Fruit Cups
- Bottled Water



Thank you for your support!



Welcome Home Baskets

Please consider donating any of the following items on the list. Or consider creating a Welcome Home Basket; your creativity is welcomed!

***Please note that all items donated must be new.
We are not accepting open or used hygiene products or linens.***

To coordinate drop off please contact

Nathaly Guevara

Nguevara@afhusa.org or call at 949-613-0340

Daily Living Essentials

- Toothpaste
- Toothbrush
- Mouthwash
- Shampoo
- Conditioner
- Bar Soap
- Loofah
- Toilet Paper
- Feminine Products
- Bath Towels

Cleaning Supplies

- Sponges or Scrub brush
- Disinfectant
- All-Purpose Cleaner
- Laundry Soap
- Dish Soap
- Paper Towels
- Dishcloths
- Broom & Dustpan
- Mop & Bucket
- Trash Can & Trash Bags
- Toilet Bowl cleaner

Kitchen Essentials

- Pots & Pans
- Dinnerware (plates, bowls & glasses)
- Silverware
- Kitchen Utensils
- Can Opener

Other Essentials

- Bathroom Rug
- Bed Sheets (full/queen size)
- Laundry Basket
- Towels
- Pillows
- Bedding

Thank you for your support!



Back To School Drive

Please consider donating any of the following school supplies on the list.

Please note that all items donated must be new

To coordinate drop off please contact

Nathaly Guevara

Nguevara@afhusa.org or call at 949-613-0340

School Essentials

- | | |
|--|---|
| <input type="checkbox"/> 1.5' Binders | <input type="checkbox"/> Index Cards |
| <input type="checkbox"/> Binder Dividers | <input type="checkbox"/> Highlighters |
| <input type="checkbox"/> Spiral Notebook | <input type="checkbox"/> Back Packs |
| <input type="checkbox"/> Pencils and Pens | <input type="checkbox"/> General Art Supplies |
| <input type="checkbox"/> Pencil Sharpeners | <input type="checkbox"/> Paint |
| <input type="checkbox"/> Erasers | <input type="checkbox"/> Construction Paper |
| <input type="checkbox"/> Colored Pencils | <input type="checkbox"/> Brushes |
| <input type="checkbox"/> Crayons | <input type="checkbox"/> Coloring Books |
| <input type="checkbox"/> Markers | <input type="checkbox"/> Glue Sticks |

Technology Needs

- Chromebooks /Laptops
- Tablets
- Wireless keyboards/Mouse
- Headsets with mic
- Ring lights



Thank you for your support!

DONATE HERE

Make checks out to American Family Housing, drop off at our office, or scan below to donate online



15161 Jackson St.
Midway City, CA 92655

Flyer Sample



A flyer template for a food drive. At the top left is a logo featuring a stylized heart with a house inside, surrounded by two people. The title "FOOD DRIVE" is in large, bold, pink letters. To the right, text encourages partnering with [ORG NAME] and American Family Housing to support vulnerable neighbors by donating food. Below this, a blue box contains instructions about collecting canned and non-perishable food items from a specified time frame. A large paragraph explains the mission of American Family Housing (AFH) to provide housing and services to homeless and low-income families. At the bottom, it states where donations will be collected and provides contact information. The design includes decorative wavy lines and placeholder areas for organization logos.

**Partner with [ORG NAME]
and American Family Housing
by donating food to our most
vulnerable neighbors!**

**WE WILL BE COLLECTING CANNED
AND NON-PERISHABLE FOOD ITEMS
FROM
[INSERT TIME FRAME]**

The mission of American Family Housing (AFH) is to provide a continuum of housing and an array of services to support homeless and low-income families and adults to secure a stable home, to be an active part of their community, and to achieve a self-sustaining way of life.

DONATIONS WILL BE COLLECTED AT [LOCATION]
CONTACT [ORG CONTACT]

ORG LOGO HERE

ORG LOGO HERE



Social Media Graphic Sample

