



Southside Animal Shelter

1614 W. Edgewood Avenue. ≈ Indianapolis, In 46217
317-710-2831 ≈ www.ssasi.org

**SMALL EVENTS YOU CAN DO TO RAISE SUPPLIES &
MONEY FOR SOUTHSIDE ANIMAL SHELTER**

Supply Drive

Supply Drives are fun and easy one day events you can do to raise money and collect supplies to help Southside take care of the unwanted animals in Indianapolis. Here is a cheat sheet to help you organize your drive. Good luck and remember – enjoy, you're doing a great thing.

Two to three months before the supply drive:

1. _____ Inform Southside that you are interested in have a supply drive. You must receive permission to use Southside's name. Contact the Donations Department by email (donations@ssasi.org). Notify them of the date and time of the event and who will be in charge of the event.
2. _____ Identify a location for the drive.
3. _____ Make sure you have permission to have it there if you are having it at a location other than you home.
4. _____ Make a flier to promote your drive. List the date, location, time, items wanted (including money), and a contact name and number.

One to two months before the supply drive:

1. _____ Decide who you are going to distribute your flier to.
2. _____ Start mailing and distributing your flier.
3. _____ Start making logistical arrangements. Secure tables
4. _____ Secure volunteers to help you. The number of volunteers you will need depends on how long your drive is.
5. _____ Establish a goal. Decide on how much supply, money and items you or your group wants to collect.

One to Two weeks before the event:

1. _____ Continue to hand out fliers promoting your event.
2. _____ Purchase poster board and markers to make signs.
3. _____ Start to make signs to advertise your event.
4. _____ Confirm volunteer staff and all logistics of drive.
5. _____ Make name tags for volunteer staff.
6. _____ Collect clip board, pens, and notepad to collect information of donors.
7. _____ Get information about Southside to distribute to people who donate items from their website. Download the information you want and make copies.
8. _____ Think about how your are going to get the items to Southside.

9. _____ Make a bad weather plan. Decide what will happen if it rains. If the event is inside this will not be an issue.
10. _____ Make arrangements to collect Tax Deduction forms from Southside. These will be given out to people who want the donation to be a tax write off.
11. _____ Secure a place to store the items until they can be brought to Southside.

Day of the event:

1. _____ Set up event area in the morning.
2. _____ Collect names and address and email of people who donate items and what they donated.
3. _____ Collect items.
4. _____ Brake down event.
5. _____ Store items.
6. _____ Thank volunteers.

Within two weeks after the event is completed:

1. _____ Send names collected, any tax donation forms collected, and a list of items collected along with an estimated amount of total items collected. Don't worry if it is not completely correct. Break up items into sections and estimate a grand total.
2. _____ Send you and your volunteer's names, complete addresses, date of event, and name of group so we can document it in our records and send you a thank you.
3. _____ Make arrange to get items to Southside. Call and schedule a time for the drop off. If you need help getting the items to Southside, call us. Another volunteer may be able to pick them up.

Your supply drive can be a one day event, week long drive or even month long drive. It is a great project for churches, scout troops, clubs, families, neighborhoods, etc to do together to help the community. Be creative.

Thanks for all your hard work! The animals appreciate it.

*Southside is not responsible for any injury, lost or damaged property incurred during the event.