

Thank you for your interest in sponsoring a Furniture Drive in your area to benefit Furniture Sharehouse. Furniture Drives are a great way for us to collect much-needed inventory without expensive pick-up costs. Below is an outline of what it takes to organize a furniture drive. The actual preparation is straightforward, but the key to a successful furniture drive is PUBLICITY, so allow six weeks for planning and publicity.

### **DRIVE PREPARATION/PUBLICITY**

1. Select Drive Leader(s)
2. Select Drive Date and Time (in consultation with Furniture Sharehouse)
3. Select Drive Location and obtain all necessary permits/approvals
4. Create Publicity Materials (FS will provide drafts - need approval before distribution):
  - Drive Flyer
  - Newsletter "blurb"
  - Press Release or press story
5. Publicize the Drive
  - Municipal Website, other communications
  - Print Media
  - Local TV/Cable/Radio
  - On-Line Media
  - School District/PTA Community Newsletters
  - Houses of Worship Bulletins
  - Community Bulletin Boards (library, coffee shop, deli etc.)
  - Find Locations for Display Banners (provided by Furniture Sharehouse)
6. Set Volunteer Shifts and sign up Volunteers
  - a. Volunteer Duties: greet donors and help them to complete donation form  
assist unloading furniture from vehicles  
label multi-piece items  
assist loading furniture on to truck  
assist unloading truck at warehouse
  - b. Volunteer Shifts:
    - Typical Drive is 9:00 to 1:00 (rain or shine)
    - Three Shifts 8:30 – 11:30 (at drive site)
    - 11:30 – 1:30 (at drive site)
    - 1:30 to 3:30 (at warehouse to help unload)
  - c. Number of Volunteers Recommended: 8 per shift
7. Make arrangements for disposal of unwanted items if possible (on-site dumpster, local DPW, etc.)
8. Walk the site with Furniture Sharehouse representative 2-3 weeks before Drive to determine truck and tent placement, traffic flow, etc.
9. Solicit donations of refreshments for drive volunteers (coffee and donuts for first shift, pizza for second shift)

## **DAY OF DRIVE**

10. Set Up Required:
  - Tent (provided by FS)
  - Two 6' tables
  - Six folding chairs
  - 1-2 garbage cans
  - Sawhorses, traffic cones for delineating drop-off area
  - Hang banners, signs (provided by FS)
  - Supply Bin (pens, clipboards, tool kit etc.) provided by FS
  - Refreshments, Beverage Coolers
11. Furniture Sharehouse truck will arrive on-site 45 mins. before Drive Time with 1-2 professionals who will stay throughout and pack the truck
12. At end of Drive, break down tent, collect banners/signs etc.
13. Third Shift Volunteers meet truck at warehouse to help unload truck (professionals will move the big stuff)

## **POST-DRIVE**

14. Assist with thank-you letters and follow-up publicity, share photos etc.

Again, thank you for considering sponsoring a Furniture Drive. For more information about us, please visit our website at [www.furnituresharehouse.org](http://www.furnituresharehouse.org). We would also be very happy to give your volunteers a tour of our warehouse before the Drive so they can see first-hand what we do and how we do it, and feel great about helping to collect furniture for Westchester families in need!

For more information, contact:

**Kate Bialo**

*Executive Director*

**Furniture Sharehouse**

***Westchester's Furniture Bank***

[www.furnituresharehouse.org](http://www.furnituresharehouse.org)

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