

UNITED WAY TOOLKIT FOR ON-SITE PROJECTS & COLLECTION DRIVES



United Way
of Greater Philadelphia
and Southern New Jersey

LIVE UNITED



Thank you for your interest in hosting a project to support United Way of Greater Philadelphia and Southern New Jersey's (UWGPSNJ) Impact agenda to improve Education, Financial Stability, Health and Basic Needs. Whether you are collecting school supplies, creating literacy kits or making breakfast bags, your donations and contributions make a powerful Impact.

To begin, there are a few important questions that your team needs to consider: will this be a project to engage a small team or the full office, do we have a space appropriate for a packing project, etc.? Always consider the mission and corporate social responsibility goals of your company throughout the decision-making process.



United Way has found that companies and groups may need to be prepared to supplement collected donations to offset low participation. This could require some costs to support your project. For example, will you need to purchase collection devices (boxes or barrels)? Will you need to consider transportation? There are also times when your colleagues will exceed your expectations. Be prepared for either situation.

United Way can support you with:

- Selecting a recipient organization;
- Coordinating a representative to come to an opening or closing of your collection;
- Providing consulting and technical assistance;
- Planning an on-site activity; and
- Brainstorming project ideas.



How To Get Started

1. Obtain Management Support

- Leadership support is vital to the success of your collection drive or on-site project. Let management know you're coordinating a drive or on-site project and get their buy-in.
- Invite colleagues from across your organization to be a part of the team by bringing their enthusiasm and creativity.
- Secure an appropriate space to hold your activity. If, for example, you are assembling items or kits, you will need table space or window ledges to form an assembly line. You may need tables and chairs.

2. Set a Goal

- Identify goals that support your mission or align with United Way's Impact agenda to improve Education, Financial Stability, Health and Basic Needs.
- If this is the first time you are planning an event, choose a goal that is both challenging and achievable. If your organization or group has sponsored a collection drive or on-site project in the past, learn from the project coordinator about what worked and what needs to be improved upon. Consider increasing your goal.

3. Motivate Participation & Be Organized

- If your organization has multiple sites, consider having a point person at each location.
- Make it easy for friends and colleagues to give by providing collection boxes in visible or high-traffic locations throughout your facility. Remember to include other sites if your organization has several offices.
- If you are organizing a packing project or making kits, plan for the amount of time you will need to spend on the project. Factors include: the number of people, your budget (see the Sample On-Site Projects document for suggestions), and the number of items you are assembling.
- If you have extra time, making greeting cards is a simple and fun secondary project for your team. They are utilized by agencies year round, so the more you make, the better!

4. Promote Your Project

- Check on the rules for posting promotional information at your company.
- Communicate with your colleagues about the project and logistical information. Ask for their help in spreading the word.
- Give updates along the way to encourage participation and maintain enthusiasm.
- Share information about the recipient organization with your colleagues, such as first-person testimonials or research. Consider taking photos or video.
- Promote your project on your social media channels and share them with United Way on Twitter, Facebook or Instagram at @phillysjunited.

5. Provide Incentives

- Friendly competitions can be arranged between departments, teams and groups within your organization.
- Offer prizes such as coupons for free lunches, gift certificates or a vacation day to the team that brings in the most donations.
- Communicate final results and express thanks to all participants and team leaders. Salute them in your employee newsletter or your intranet and website.

6. Wrap Up, Sort & Distribute Materials

- At the end of the drive, gather staff to sort or assemble the items.
- Consider the best way to box or bag the items so they can be picked up easily by the recipient agency or delivered by your organization.

For more information or additional tips, suggestions and approved vendors, please contact United Way at 215-665-2501 or volunteer@uwgpsnj.org.

EDUCATION

Impact Agenda

United Way works to ensure all students in the region have access to high-quality education from cradle to career.

With the help of partners, advocates, local nonprofits and committed volunteers, United Way invests in early learning to help children be prepared for kindergarten, focuses on early grade literacy to ensure kids can read at grade level by the end of third grade, intervenes in middle and high school through innovative mentoring programs to make sure kids graduate, and provides exposure to higher education and the workplace – as well as the support to get there– so that young adults continue on to college and career.



How to Help! Your organization or group can help support local educational goals by hosting a collection, sorting or packing project with your group.

Early Childhood Development (Success By 6®)

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| Disposable Diapers (all sizes) | Construction Paper (assorted colors) |
| Hygiene Items | Tissue Paper |
| Books | Clear Plastic Storage Bins |
| Washable Markers (broadline and fine line) | Wipes |
| Pip-Squeeks Mini Washable | Jars of Pureed Foods & Rice Cereal |
| Sidewalk Chalk | Baby Clothing (all seasons) |
| Washable Water Colors | Receiving Blankets |
| Play-Doh (assorted colors) | Bottles & Bibs |
| Washable Glue Sticks | Rattles |
| Children's Drawing Pad | |

Elementary to High School

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| Backpacks | Literacy kits (contact United Way staff for supply list) |
| Loose Leaf Paper | SAT Prep Kits (contact United Way staff for supply list) |
| Art Supplies (paint, glitter, brushes) | Board and Learning Games, Playing Cards |
| Soft Blocks (polyurethane or foam rubber) | First-aid Kits and Supplies |
| Construction Paper | Puzzles |
| Scissors (child & adult) | Composition Books & Multiple Subject Notebooks |
| Pens & Pencils | Three Ring Binders + Sets of Dividers |
| Chalk & Erasers | Pocket Folders (w/ 3-hole punch spine) |
| Dry-erase Markers & Erasers | Hygiene Items (deodorant, bath soap, toothbrush) |
| Highlighters | USB Thumb/ "Flash" Drives |

Out of School Time

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| Construction Paper | Hand Sanitizer & Wipes |
| Scissors (child & adult) | Fitness Equipment (ropes, yoga mats, balls) |
| Glue | Hygiene Items (deodorant, body soap, toothbrush) |
| Art supplies | Copy Paper |
| Puzzles, Board games & playing cards | Pens & Pencils |
| USB Thumb/"Flash" drives | Poster Board |
| Crayons, Markers, Highlighters | Bottled Beverages & Packaged Snacks |

FINANCIAL STABILITY

Impact Agenda

United Way believes that in order to build strong communities, we must help individuals gain access to jobs that provide family-sustaining wages. That's why United Way supports initiatives to ensure individuals have the skills necessary to create a more financially-stable future for themselves and their families.

How to Help! Your organization or group can help support local families in becoming financially secure by hosting a collection, sorting and packing project with your group.



Interview Essentials

3-Ring Binder, Folder or Portfolio
Pens
Notepads
Tissue packs
Breath mints
Thank you notes

Clothing

Business Attire for Men & Women (all sizes)
Shoes
Socks (all seasons)

Children's Clothing
Children's Essentials (scarves, shoes, socks)
New Undergarments
Accessories

Transportation For Clients

Tokens & TransPasses
Gas Cards

TransPass Holders & Lanyards

First Time Homeowner Basics

Cleaning Products & Supplies
Gift Cards to Retail Stores & Supermarkets
Flashlights
School Supplies for Children

Small Kitchen Utensils (can openers)
Serving Utensils
Batteries (from AAA – D)
Dishes
Linens (kitchen & bedding)

HEALTH AND BASIC NEEDS

Impact Agenda

United Way is committed to improving the health of individuals and families throughout the region and ensuring all individuals have their basic needs met. We do this by helping older adults age in good health in their homes and communities, connecting community members with the resources they need to make healthy choices every step of the way, investing in programs that reverse childhood obesity and building safer homes, schools and neighborhoods.

How to Help! Your organization or group can help support the health and safety of our region by hosting a collection, sorting and packing project with your group.



Health & Hygiene/Toiletries

Bath Soap
Shampoo (small to medium size bottles)
Toothbrush (soft grade)
Toothpaste
Shaving cream/razors
Lotion (small to medium size bottles)

Hand Sanitizer
Wipes
Band aids
Talcum Power (small to medium size containers)
Incontinence Supplies

Clothing (new)

Socks with rubber skids
Standard socks (all seasons)
Hats, gloves, mittens
Yaktrax/Anti-slip cleats for shoes to help with walking on ice/snow

Shawls
Blankets
Lap Blankets
Plus size undergarments (new)

Basic Needs and Recreation

Towels
Dietetic Candies & Cookies
Greeting Cards
Postage Stamps
Travel vouchers (tokens etc.)
Blankets
Reading Glasses

Music CD's
Playing Cards
Note pads & Pens
Small frames for photographs
Audio Books
Gift Cards
Puzzles & Books (eg. Crosswords, Sudoku, Word Search)

Home Safety & Repair

Slip resistant mats, stair runners
Slip resistant bath mats
Smoke detectors
Carbon monoxide detectors
Flashlight
Batteries

Grib and Grab Device (reaching aid, not for Home Modification)
Night lights (motion lighting)
Non perishable foods
Pot Holders

SAMPLE ON-SITE PROJECTS

	Project Types	Description	Supplies Needed	Itemized Cost	Total Cost
Education	Mini Backpack-A-Thon Kits	Too many families can't afford the basic back-to-school supplies that most children take for granted. By running a back-to-school drive and filling backpacks, you'll give the students the start in school they need to succeed. school they need to succeed.	Bookbags Notebooks Pack of 72 Pencils Pack of 24 Glue Sticks Rulers Pack of 6 Erasers Pack of 10 Pens Pack of 12 Pencil Sharpeners	\$8-\$89 \$1-\$7 \$8.00 pk \$9.45 pk \$1 \$1 \$3 \$1	One Filled Bookbag = \$12+ Just supplies without Bookbag = approx. \$5 per child *other items that could be added include folders, binders, calculators, crayons, etc. *prices from dollartree.com, walmart.com, etc.
	Early Grade Literacy Kits	Many low-income families have very few books in their home. Encourage a love of reading that puts young children on the path for success by providing families with activities, supplies and books that stimulate learning and build pre-literacy, math and social skills.	Inquire for several versions of this particular project and range of cost associated with volume and scope of project.		50 Kits = approx. \$250 100 Kits = approx. \$600
	Snack Packs For After School Programs	Create nutritious snacks for children.	Pack of 40 Brown Paper Lunch Bags Case of 30 100% Fruit Juice Capri Sun Pack of 18 Quaker Chewy Granola Bars Pack of 12 Gold Fish Crackers	\$1 \$5.98 \$3.88 \$4.48	50 Kits = approx. \$50 *prices from dollartree.com, walmart.com, etc.
Financial Stability	Birthday Party Kits	Every child deserves to blow out the candles on their special day. Create Birthday Party Kits and help make a child's birthday wish come true.	Disposable 13x9 Cake Pan Cake Mix Canned Icing Candles Gift Bag or Gift Wrap Small Gift (Coloring Book, Crayons, Etc.) Birthday Card Balloons Party Decorations and Favors	\$1.50 \$2.50 \$3 \$1 \$1 \$1-\$5 \$1 \$1 \$1-\$5	\$13-\$21 per kit *prices from dollartree.com, walmart.com, etc.
	Job Interview Kits	Assemble kits to help adults looking for employment stay organized, feel confident and put their best foot forward when going in for a job interview.	3-Ring Binder, Folder or Portfolio Notepad Pen Pack of Tissues Breathmints Pack of Thank You Notes	\$1-\$3 \$1 \$1 \$1 \$1 \$3-\$5	\$8-\$12 per kit *prices from dollartree.com, walmart.com, etc.
	Welcome Home Kits	One of the milestones for achieving financial stability is securing independent housing whether that means moving out of transitional housing into your own rental or buying your first home. Help celebrate that success by putting together a basket of household items to welcome people into their new homes.	Laundry Basket Laundry Detergent Pack of 9 Sponges 4oz Bottle of Dish Soap each Dish Towels	\$1 \$1-\$5 \$7.97 \$1 \$1	1 Kit = \$5-\$10 *prices from dollartree.com, walmart.com, etc.
Health & Basic Needs	Breakfast Bags	Seniors shouldn't have to choose between a hot meal and their medication. Pack Breakfast Bags to be distributed to homebound seniors.	52 Packets of Quaker Instant Oatmeal Pack of 36 Apple & Eve 100% Juice No Sugar Added Variety Pack 312 Count of Lipton Tea Bags 36 Bags of Snyder's Variety Pack Pretzels Greeting Card	\$9.99 \$9.99 \$5.99 \$8.29 your discretion	200 Bags = approx. \$175 *prices from BJ's, quantities bought in bulk for best value *some agencies provide the bags and twist ties
	Shoobox of Personal Care Items	Our most vulnerable neighbors should have the resources they need in times of crisis. Ensure our entire community has their basic needs met with these personal care items.	Hair comb/brush Travel size shampoo, soap and lotion Deodorant Toothbrush and toothpaste Feminine Hygiene Products	\$1 \$1 \$1 \$1 \$1	1 kit = \$5-\$10 *prices from dollartree.com, walmart.com, etc.

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