

Book/Toiletry Drive Checklist

- Step 1.** Choose between hosting a **book drive** or a **toiletry drive**.
- Step 2.** Coordinate logistics.
 - a. **Date:** when will you start/stop collecting items?
 - b. **Collection Items:**
 - For book drive: what type/age group of books are you looking for?
 - For toiletry drive: would you like to collect specific items or provide options (laundry detergent drive, toilet paper drive, travel size toiletries, etc.)?
 - c. **Location:** where will items be collected/dropped off?
 - Ensure your location is approved by the owner/manager
 - Do you have collection bins? (HSO can provide returnable bins, if available)
 - Is the location easily accessible and highly visible?
 - Can someone monitor new collection items on a regular basis?
 - d. **Recruit:** peers to help spread the word, check-in, & sort/organize items
 - Plan a kick-off event or social media launch to share information and goals
- Step 3.** Host Drive
 - Please use [HSO's templates](#) to create your event flyer
 - Schedule launch date and check-ins
 - Please contact Jennifer Patrick, jpatrick@hsohio.org, with Drive details
- Step 4.** Finalize Project
 - a. Host wrap-up: sort, organize, and deliver items
 - Share wrap-up session details with HSO, will send a representative for a photo opportunity and to pick-up collected items
 - b. If your organization would like to take things one step further, HSO can work with your organization to create
 - Care Kits
 - Travel size toiletry bags distributed to patients (bags and notes of encouragement provide by HSO)
 - Book Nooks
 - Stickers specific to your organization will be included on/in every book you collected, providing recognition to your organization throughout our service area or at a specific location.