



**Edinburgh  
School  
Uniform  
Bank**

*Hold a donation drive  
to support local children*

**1. Choose the setting for your donation drive**

Will you hold it at your workplace, school, in your family, or sports club? Will it involve just your team or the whole organisation?

**2. Discuss timing with us**

Email us at [info.esub@gmail.com](mailto:info.esub@gmail.com) to discuss when to hold your donation drive. We usually suggest a period of around 3 weeks from launching the drive to the deadline for donations. This gives people enough time to get organised and bring donations in.

**3. Ask us what we need**

We need different items at different times of year, for example warm coats and hats in winter and school uniform and stationery in summer. Please email us at [info.esub@gmail.com](mailto:info.esub@gmail.com) to confirm what would be most helpful for you to donate.

**4. Set up a collection point**

This could be a large box in the reception area or a corner of your front room – whatever works for you! We can lend you a collection box and/or banner if we have one available.

**5. Ask your colleagues, team-mates, friends and family to donate**

Let everyone know what is needed, the deadline for handing in donations, and where to take things. You could print off shopping lists, post the information online via the office intranet or on your Facebook group, or message your friends.

**6. Contact us to arrange collection**

Email us at [info.esub@gmail.com](mailto:info.esub@gmail.com) to arrange for one of our volunteers to collect the donations, or for you to deliver them to us.

**7. Say thank you to everyone involved**

Your donations will make a real difference to the lives of local children, so please pass on our thanks to everyone who contributes to your donation drive.

*Questions? Please email us at [info.esub@gmail.com](mailto:info.esub@gmail.com)*