



Holiday Drive Commitment

Please complete the following information if you are interested in helping the YWCA of Greater Portland by supplying holiday gifts.

Organization Name: _____

Contact Name: _____

Address: _____

Telephone: _____ E-mail: _____

Donation to YWCA Programs:

Yes, we are interested in donating _____ to _____ YWCA programs at an estimated value of _____.

Holiday Gift Bags:

Yes, we are interested in donating gift bags with holiday items to the YWCA. We pledge to collect _____ # of bags and deliver them to: _____

Adopt a senior or family:

Yes, we are interested in adopting a senior or family and providing with holiday items to the YWCA. We would like to adopt _____ # of seniors/families and would like to deliver the items to the individuals or to the YWCA.

Financial Contribution:

Yes, we are interested in making a financial contribution of \$ _____ to the YWCA of Greater Portland.

While we will be collecting supplies throughout the year, please fax or e-mail this form to Sarah Outlaw at 503.294.7496 or saraho@ywcapdx.org by Friday, December 16



Conducting a Successful Holiday Gift Drive

During the holiday season, our clients and residents will not receive basic winter clothing or gifts like books, toys, and art supplies. The YWCA of Greater Portland would like to encourage your business or organization to support this community during the holiday months.

Your organization will make a great contribution to our efforts by:

1. Collecting and/or donating gifts for the YWCA of Greater Portland
2. Collecting and donating individual gift bags for needy clients of our YWCA programs (see attached list of suggested items) or making a financial contribution to the YWCA of Greater Portland
3. Donating holiday gifts or personal items to stock the YWCA Clothing Closet and Thrift Shop, which allows our clients to shop for clothing and other personal items at low or no cost

Getting Started

1. Fax or email the attached form to Sarah Outlaw at 503.294.7496 or saraho@ywcapdx.org if you would like to collect or purchase gift bags or host a holiday gift drive.
2. Choose the length of time and the dates for the holiday gift drive (2-4 weeks recommended).
3. Determine the focus of your drive; will it be a general collection of items for the YWCA, a donation of holiday gift bags, a pledge to adopt and collect items for a senior or family, or a financial contribution? Please keep in mind, seniors are demonstrating the most need this season.
4. Decide what kind of collection containers you will use.
5. Establish a goal for your holiday gift drive, based on the number of staff members participating and/or the participation of the general public. You might consider holding challenges among departments or floors to see who can collect the most items.
6. Spread the word that you will be collecting holiday gifts for clients of the YWCA of Greater Portland. Send out e-mail announcements (see Sample 1) to your staff, associates and anybody else that you feel might wish to participate, put up posters (see Sample 2) in your building where they will be highly visible and announce your holiday supply drive in staff meetings, in your organization's newsletter and on its website.

Holiday Gift Drive Checklist

1. Fax or email attached form to the YWCA to let us know of your interest in collecting holiday gifts.
2. Establish dates, what supplies and/or holiday gifts to collect, and the collection goals for your supply drive.
3. Put up posters and notify colleagues about the drive.
4. Send out memos or e-mails announcing your drive's kick-off.
5. Communicate information about the YWCA so that potential donors know the purpose and importance of their involvement. www.ywca-pdx.org
6. Place appropriate signage near or on collection bins.
7. Monitor drive progress and contact YWCA staff with any questions or concerns.
8. Update contributors throughout the supply drive regarding progress as you near your goal.
9. Remind potential contributors one week before that they have just a week to make donations.
10. Inform YWCA staff at the conclusion of your drive to arrange delivery.
11. Make this event fun for all your contributors, be creative and celebrate your success.

YWCA Contact
If you have any questions or problems please contact
Sarah Outlaw
Volunteer Coordinator
YWCA of Greater Portland
(P) 503.294.7496
(F) 503.294.7399
saraho@ywcapdx.org

Ideas for Holiday Gift Drive



If your organization is interested in donating gifts to the residents of the YWCA of Greater Portland, you should collect or buy the supplies and deliver the supplies to the downtown YWCA location.

If your present is gender or size specific, please indicate on a tag the appropriate gender, age and/or size, so that YWCA staff can distribute the gifts correctly. Remember, seniors are demonstrating the most need this holiday season.

Suggested Items for YWCA Adults and Seniors

Alarm Clocks

Blankets

Books

Bus Tickets

Coats

Conditioner

**Cosmetics and nail
polish**

Earrings

Floss

Gift certificates

Gloves

Hats

Hair Dryers

Hair products

Lotion

New clothing

Perfume

**Personal hygiene
items**

Purses

Shampoo

**Stationary/writing
supplies**

Umbrellas

Toothbrushes

Tri-met pass

Wallets

Suggested Items for Kids

Activity books

Balloons

Blankets/bedding

Books

Bubbles

Clocks

Coats

Erasers

Experiment books

Flashcards

Floss

Fun school supplies

Gift certificates

Gloves

Hats/Toboggans

Joke books

Journals

Magnifying glasses

Markers

Paint

Paintbrushes

Pencil sharpeners

Punch balls

Puzzles

Scarves

Socks

Stamps

Stickers

Stuffed animals

Toothbrushes

Toys

Watches

Sample 1
E-mail Message to Colleagues



Regarding Collection of Holiday Gifts for clients of the YWCA of Greater Portland

Dear [Employee's Name],

We need your help! There are members of our community that will not receive basic winter clothing or gifts like books, toys and art supplies during the holiday season. We will be supporting these community members by collecting gifts and personal items to donate to the YWCA of Greater Portland, a non-profit dedicated to empowering women and eliminating racism.

The YWCA provides life-changing social services for women, children and families from all walks — and stages — of life, empowering, guiding and liberating them to attain safety, opportunity and independence.

The YWCA provides housing, life skills, and advocacy for survivors of domestic violence and their children. They also support seniors by providing resources which allow them to maintain their independence, and prepare children to thrive in today's multicultural world through innovative camp programs.

To help the community served by the YWCA of Greater Portland, we will be collecting basic winter clothing, holiday gifts and personal items from **[DATE]** to **[DATE]**. A collection bin will be located **[fill in location(s)]**.

Suggested items for children's gifts include: activity books, balloons, books, bubbles, clocks, erasers, experiment books, flashcards, fun school supplies, gift certificates, gloves, hats, joke books, journals, magnifying glasses, markers, paint, paintbrushes, pencil sharpeners, puzzles, scarves, socks, stamps, stickers, stuffed animals, toys, and watches.

Suggested items for adults include: Alarm Clocks, Blankets, Bus Tickets, Coats, Hats, Gloves, Conditioner, Cosmetics and nail polish, Hair Dryers, Earrings/Jewelry, Hair products, Lotion, Perfume, Shampoo, Stationary and stamps, Umbrellas and Wallets.

Thank you,

Your Name

Sample 2
Flyer to be Posted in Public Areas



Holiday Gifts Needed!

We are collecting items for holiday gift bags for clients served by the YWCA of Greater Portland.

Suggested Items for YWCA Adults and Seniors

Alarm Clocks

Blankets

Books

Bus Tickets

Coats

Conditioner

***Cosmetics and nail
polish***

Earrings

Floss

Gift certificates

Gloves

Hats

Hair Dryers

Hair products

Lotion

New clothing

Perfume

***Personal hygiene
items***

Purses

Shampoo

***Stationary/writing
supplies***

Umbrellas

Toothbrushes

Tri-met pass

Wallets

Suggested Items for Kids

Activity books

Balloons

Blankets/bedding

Books

Bubbles

Clocks

Coats

Erasers

Experiment books

Flashcards

Floss

Fun school

supplies

Gift certificates

Gloves

Hats/Toboggans

Joke books

Journals

Magnifying glasses

Markers

Paint

Paintbrushes

Pencil sharpeners

Punch balls

Puzzles

Scarves

Socks

Stamps

Stickers

Stuffed animals

Toothbrushes

Toys

Watches

