



Shoe Drive Planner for Volunteer Liaisons

Use this checklist to help you coordinate, stay organized, and support organizations who are hosting on-site shoe drives.

Ask

- ☐ build a list of businesses, churches, organizations, groups, neighborhoods to ask
- ☐ download script and materials to help make pitch
- ☐ ask: personalize our script, tell your personal narrative

Coordinate

- ☐ ensure each participating organization has Footsteps materials
 - ☐ box or bin for shoe donations
 - ☐ posters for shoe bin, windows, doors, cash registers, wherever
 - ☐ social media kit for organization to promote shoe drive online
 - ☐ shoe labels for unboxed shoes
 - ☐ qualifying donation tax forms
- ☐ if needed, help organization obtain a large box or bin—cardboard boxes can be covered with butcher paper, wrapping paper, or other craft paper
- ☐ if businesses would like to set out a money jar, download and print jar cover
- ☐ if needed, help organizations develop promotional strategy

Follow up

- ☐ follow up to ensure the on-site shoe drive is going smoothly, find out what they need
- ☐ if needed, pickup shoes to alleviate on-site storage challenges
- ☐ help pair, bag, and label unboxed shoes
- ☐ distribute any missing materials
- ☐ ensure monetary donations are made out to Foster Children's Rights Coalition

Celebrate

- ☐ coordinate pickup time and date
- ☐ if someone else is picking up, follow up *on pickup day* to ensure pickup went smoothly
- ☐ send thank you notes
- ☐ follow up with Footsteps team to ensure tax letters are sent to qualifying donors