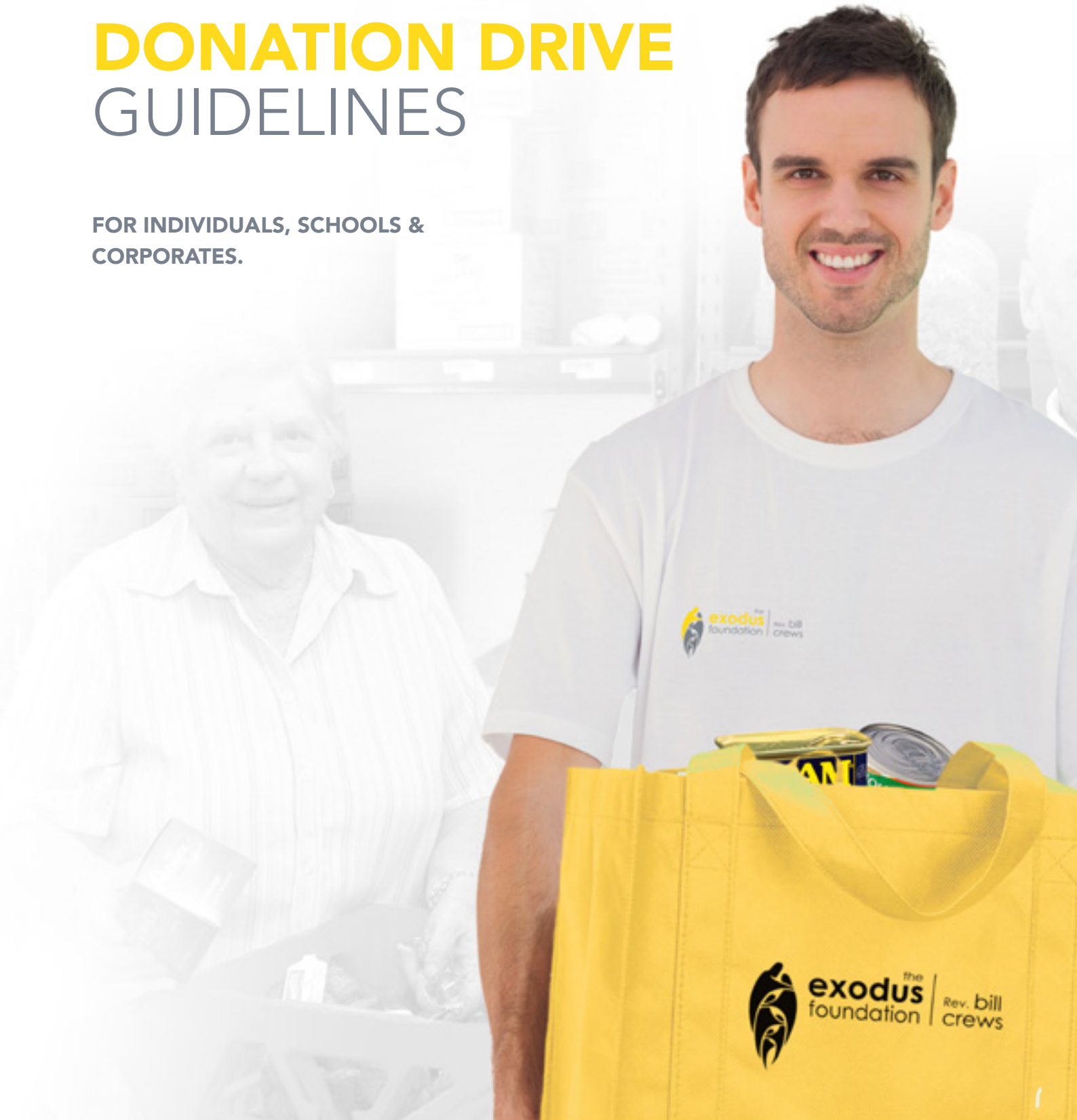


DONATION DRIVE GUIDELINES

FOR INDIVIDUALS, SCHOOLS &
CORPORATES.



WELCOME

Dear Supporter

Thank you for your interest in running a donation drive for The Exodus Foundation. It will help us feed Sydney's homeless and needy.

We encourage you to collect as many tins of food as you can, or alternatively, you may choose to run a fundraising drive of your own. Supermarket and store gift cards are also needed as they are used to help supplement our daily food requirements.

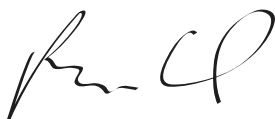
We have a special duty of care to our vulnerable guests, many of whom suffer chronic health conditions. So we have a healthy eating policy and we comply with international food safety standards. This means we are unable to accept certain donations.

Items in this guide that are marked with a green tick will be gratefully accepted. However, we cannot accept items marked with a red cross.

It takes a team effort to feed the homeless and needy in our community and I'm glad you have chosen to be a part of it. This guide explains the simple, step-by-step process of running a donation drive.

If you have any further questions please don't hesitate to call my team at The Exodus Foundation on (02) 8752 4692, or email donations@exodusfoundation.org.au

God Bless,



Rev. Bill Crews

STEP-BY-STEP GUIDE TO A GREAT DONATION DRIVE

1. Request a Donation Drive Starter Pack

The pack includes a registration form, packing bags and other items to help you get started. Order your Starter Pack by calling (02) 8752 4692 or email donations@exodusfoundation.org.au

2. Decide if you will collect goods, or be a fundraiser

Choose whether you and your group want to collect goods, or raise funds for our vital work. We offer fundraising drive suggestions on the following pages.

3. Set dates and register

Set the dates for your donation drive and register it with us. Remember to include the day you will be dropping off your donation at The Exodus Foundation so that we can ensure staff are on-hand to accept it.

4. Nominate a Driver

This may be you! The Donation Driver is the organiser and main contact person for the donation drive. The Driver should also act as a motivator and ensure the right goods are collected.

5. Know the right stuff to collect

Collecting the right sort of goods is important. On the next page we explain what goods we do and don't need.

6. Start collecting!

Start collecting and share the news with your friends and colleagues on social media using the #exodusdonationdrive hash tag.

 [facebook.com/ExodusFoundation](https://www.facebook.com/ExodusFoundation)

 [exodus.foundation](https://www.instagram.com/exodus.foundation)

7. Pack and drop-off your donation

Pack everything you've collected and drop them at The Exodus Foundation in Ashfield.



GOODS WE NEED AND STUFF WE DON'T

We have a special duty of care to our homeless and needy guests, many of whom suffer chronic health conditions. So we have a healthy eating policy and we comply with international food safety standards. This means we are unable to accept certain donations.

Items with a green tick ✓ will be gratefully accepted. Items with a red cross ✗ will not be accepted.



FOOD - YEAR ROUND

- Supermarket & store gift cards.
- Tinned ham, chicken, spam and braised steak (ring-pull only).
- Tinned tuna, salmon and sardines (ring-pull only).
- Tinned soups/casseroles (ring-pull only).
- Tinned spaghetti (ring-pull only).
- Tinned baked beans (ring-pull only).
- Potato chips (large packets).
- Lollies (packets).
- Cup-a-noodles.



CHRISTMAS GIFT & FOOD PARCELS

- Supermarket & store gift cards.
- Christmas puddings.
- Christmas mince pies.
- UHT Custard (1 litre).
- Shortbread (200g packets).
- Potato chips (large packets).
- Canned baked beans, spaghetti, soups, fruit, tuna/salmon and ham (ring-pull only).
- Lollies (packets).
- Cup-a-noodles.
- Christmas bon-bons.
- Christmas serviettes.
- Bottled water (600ml).



WINTER NEEDS

Items must be NEW, not used or pre-loved.

- Sleeping bags.
- Blankets.
- Beanies.
- Parkas.
- Jumpers.
- Scarves.
- Gloves.
- Swags.
- Tracksuits.



We cannot accept under any circumstances

FOOD

- No cooked food (including ham or turkey).
- No raw food.
- No fresh fruit or vegetables.
- No bread, pastry or cakes.
- No expired or out of date items.
- No items in glass jars.
- No refrigerated goods.

MISCELLANEOUS

- No cups, plates or other kitchenware.
- No cleaning chemicals.
- No items that are damaged.
- No used clothes & bedding.
- No appliances, homeware or furniture.

PACKING & DROP-OFF

1 SORT

Sort your donation to ensure similar goods will be packed in the same bag.

2 PACK

Pack your donation into either the bags provided by The Exodus Foundation, or similar green supermarket bags. This makes it easier and safer for our staff and volunteers to lift them.

3 DELIVER

Deliver your donation to us.

Where: The Exodus Foundation, 63 Norton Street, Ashfield

When: Mon to Fri from 8:00am to 3:00pm (Extended hours from 17-24 December: 8:00am to 7:00pm)

RUNNING A FUNDRAISING DRIVE

Fundraising for charities is easier than ever thanks to the advent of new technologies and social media.

We encourage you to take advantage of this to help raise much-needed funds for our vital work: Feeding and caring for the homeless and needy of Sydney.


Fundraising in your organisation or community group also provides an excellent opportunity for team development and growth.

In addition, fundraising should be fun! We encourage you to think of innovative ways to engage your community in this fundraising drive. For instance:

- Donate \$5 to participate in a casual-clothes at work day.
- Give the cost of a sandwich to help supply a meal.
- Raise cash to buy \$40 sleeping bags for the homeless.

Here are some tips to help get you started:

- 1. Set a fundraising target.**
- 2. Define your fundraising message - why you are raising money?**
- 3. Decide what activities you will conduct to reach your target.**
- 4. Use social media to spread the word using the #exodusdonationdrive hash tag.**

 facebook.com/ExodusFoundation

 [exodus.foundation](https://instagram.com/exodus.foundation)

Prior to commencing your fundraising drive we ask you to return the Registration Form in this guide. Once your fundraising drive is over please fill out and return the Fundraising Receipt in this guide.

REGISTRATION FORM

Thank you for choosing to be an Exodus Foundation Donation Driver! As the Driver you will be our contact person for this donation drive. Please fill out this form and return via email donations@exodusfoundation.org.au or post to PO Box 1595, Ashfield NSW 1800.

MY DETAILS

Anonymous donations cannot be accepted.

First name

Last name

Street address

Suburb

State

Postcode

Phone

Email

Yes, I would like to get news and information from The Exodus Foundation.

BUSINESS OR COMMUNITY GROUP DETAILS

Will this donation drive be run by a business or community group? Yes No

If you marked 'yes' above, please complete the following, otherwise go to next section.

Business or community group name

Street address

Suburb

State

Postcode

Phone

DONATION DRIVE DETAILS

Start date

End date

When would you like to drop-off your collection?

Date

Time

**Drop-off point: 63 Norton Road, Ashfield
Monday - Sunday, 8:00am - 3:00pm**

DECLARATION

- I agree to conduct the donation drive
- My donation drive will adhere to the values which can be found at exodusfoundation.org.au
- I understand that certain items may be refused/ discard

Sign

Date

Please return this form to donations@exodusfoundation.org.au or PO Box 1595, Ashfield NSW 1800

PACKING SLIP

It is important for The Exodus Foundation to accurately record the total quantity of goods you donate and their estimated value. So we appreciate your assistance in providing this information.

Please print and complete this packing slip and attach it to your donated goods.

DONATION DRIVER NAME

First name

Last name

BUSINESS OR COMMUNITY GROUP

Business or community group name

Contact phone or email

GOODS DONATED

Only green traffic light goods as described on page 4 of this guideline will be accepted.

Description of goods

Quantity

**EST. VALUE
(OFFICE USE ONLY)**

FUNDRAISING RECEIPT

It is important for The Exodus Foundation to accurately record the funds you raised. So please complete this form when your fundraising drive is over and return it to us.

Please complete and print this fundraising drive receipt, then return it to us at:

PO Box 1595, Ashfield NSW 1800

or email to donations@exodusfoundation.org.au

DONATION DRIVER NAME

First name

Last name

BUSINESS OR COMMUNITY GROUP

Business or community group name

Contact phone or email

FUNDS RAISED

How much did you and your community raise?

FUNDS TRANSFER METHOD

Cheque or money order payable to **The Exodus Foundation**

Post to The Exodus Foundation, PO Box 1595, Ashfield NSW 1800

Amex Mastercard Visa

Card number

Expiry

Name on card

Your signature

Bank transfer

When donating via direct deposit, please include Surname and donor ID as the reference.

Bank: Westpac (Uniting Financial Services)

BSB: 634 634

Account Name: The Exodus Foundation

Account number: 100037634