



DONATION DRIVE HOST INFORMATION

1. Get the Word Out – Tell everyone you know about your PAWS Donation Drive!

- Send e-mails to your friends, family and co-workers about the needs of the animals at PAWS and include donation drive details.
- E-mail the PAWS Wish List as an attachment – this will allow each person the opportunity to pass it along to everyone in their address book too.
- Post the PAWS Wish List in high traffic areas of your office or organization– or distribute one in everyone’s mailbox.
- Make a formal announcement during a department meeting, or invite a PAWS member to speak about our life-saving work to your group.
- Get creative – there are many more ideas out there that will help get your friends and co-workers excited about your gift drive. And you can always call PAWS staff for additional tips.

2. Determine Your Collection Area

- Collect the donations in a high-traffic area. People can choose to either purchase the items listed on the PAWS Wish List or select a dollar amount and write a check. All checks should be made payable to PAWS.
- PAWS will send acknowledgment letters for every monetary donation, and can provide a receipt for product donations as well. Please have the donor write their name, address, phone number and e-mail address, along with the items they’ve donated on a slip of paper then deliver that information to PAWS with your collected donations.

3. Deliver Your Donations to PAWS!

- All donated items and check should be delivered directly to the PAWS Adoption Center – 8820 Miller Rd, Bainbridge Island. Monday through Saturday 12-5 PM. If you have a large quantity of donated goods, please call ahead 206-780-0656 so we can make arrangements to accept your donations.

4. Celebrate Your Success!

- Congratulate yourself and everyone who participated in your donation drive. Thank everyone who supported your efforts. You just made many new friends for the homeless injured and orphaned animals at PAWS!

***For more information and tips on hosting a successful Donation Drive, contact
PAWS of Bainbridge Island 206-842-2451 or toll free 888-558-7297
or visit our website
www.pawsbainbridge.org***

Thank you for your support