

Getting Started: Furniture Drive Tool Kit



HOUSTON FURNITURE BANK

Making Empty Houses Homes

Thank you for showing an interest in sponsoring a furniture drive in your area for Houston Furniture Bank! Here is everything you need to know to run a successful single-site drop-off furniture drive. Together, we will provide essential furniture to our neighbors in need and continue our mission of making empty houses homes!

About Houston Furniture Bank

Houston Furniture Bank is a charitable 501(c)(3) entity that has been serving families since 1992! We serve as a stepping stone to improve living conditions resulting from poverty, homelessness, domestic violence, mental and physical health concerns, and natural disasters by providing furniture at no-cost to families and individuals. The furniture and household items you collect will help individuals and families from over 45 social service agencies create a safe, comfortable and healthy home. So far, we have helped over 100,000 individuals, including over 50,000 children! Since our resources depend on generous community donations, a furniture drive is a great way to ensure that we have the items needed to serve those in need. In addition, we:

- Help over 1,000 families each year.
- Established the Furniture Outlet, which supplements funding for our organization through the resale of donated items and is accessible to the general public.
- Established a mattress-recycling program in 2012 to help remove the 750,000 mattresses that are discarded into Houston area landfills each year.
- Created the No Kids on the Floor! Initiative in 2019 to address the estimated 300,000 children who sleep on the floor in the Greater Houston area. and has served 1,000 children alone in 2020.
- Established our Mattress Builders program in 2018, as a social business in the wake of Hurricane Harvey. 3,500 Harvey survivors have been assisted to date. The Mattress Builders also work tirelessly to create bed sets for our “No Kids on the Floor!” Initiative.
- Initiated a Donation Art Gallery, which is made up of original artwork donated by local artists. Clients select a piece of art after their appointment to help make their empty house a home.
- Have a volunteer decorating service (D.I.V.A.S.) that helps select furnishings and makeover selected families’ homes.
- Are a second chance employer, working to create job opportunities for individuals with barriers to employment.

Why Host a Furniture Drive with Houston Furniture Bank?

- It is easy to plan and execute
- You will have an impact on creating family stability in our community
- Opportunity to educate your local community about Houston Furniture Bank
- A great opportunity for team building and leadership
- There is an option to volunteer after the furniture drive to see the full impact of your donation

DID YOU KNOW? Every \$150 donated allows us to give a new, high-quality mattress set to a child in need.

Feel free to collect cash or check donations in addition to furniture items! Checks should be made out to Houston Furniture Bank, with “Furniture Drive” written in the memo line.



How to Conduct a Furniture Drive

Step 1: Choose a Date

- Furniture drives can be held any time, so choose the right time for your organization to host your drive
- We suggest you choose a furniture drive that is at least six weeks before the event
- Keep us informed of any changes

Step 2: Establish a Committee

- Develop a roster of the volunteer committee with their full name and contact information
- In preparation they should:
 - Recruit volunteers
 - Assign volunteer job descriptions
 - Manage instructions and forms
 - Assemble Donor/Drop-Off Crew and Tallier packets
- During the event they will:
 - Keep track of crews
 - Make sure the drive is running smoothly
- We recommend that you have the following volunteer positions:

Outreach Assistant

- Receives calls from potential donors
- Tells the donor that we will fill out a donation form and they will receive a tax receipt at drop-off

Scheduler

- Sends a reminder email and calls each donor a week before the drive
- Assembles Drop-Off Crew and Tallier Packets

“Traffic Cop”

- Plans and directs the route through the parking lot which directs the individuals who are dropping off their donations

Drop-Off Crew

- Greets donors dropping off their donations
- Fills out a Drop-Off Form and a Tax Receipt
- Explains the donation count to Tallier

Tallier

- Receives donation drop-off forms
- Adds items to the Donation Tally Form

Step 3: Create Advertisement

- We will provide templates, or you can create your own! Please share the finalized advertisement with us for approval
- We recommend the following types of advertising:
 - Outreach brochures
 - Web advertising (websites, social media, email campaigns, etc.)
 - Outside publications such as signs and banners

Step 4: Promote

- Set a goal for the number of pieces of furniture your organization wants to collect
- Share promotion materials on your organization's social media channels one month in advance
- Post your flyers in high traffic areas! Use your company newsletter or email the staff to let them know it's happening
- We will make announcements about the drive on our web channels

Step 5: Collect Furniture!

- Conduct the furniture drive!
- Take progress pictures throughout the drive
- Collect quotes from volunteers and donors

Step 6: Wrap Up

- Celebrate your successful furniture drive!
- Report the number of furniture items collected
- Share quotes from volunteers and donors
- Set a date for your next furniture drive, make it an annual event!

Step 7: Celebrate!

- Thank your volunteers and donors
- Share results and photos with local media, employees, customers, and other stakeholders
- We are more than happy to arrange an in-person thank you and share photos on social media



THANK YOU FOR YOUR SUPPORT!

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