



Clothing Drive Tool Kit

Thank you for leading a clothing drive to benefit Buckhead Christian Ministry! Buckhead THRIFT*ique*, BCM's clothing ministry, provides free clothing to people in crisis and sells affordable clothing to the Atlanta community. Last year, you enabled Buckhead THRIFT*ique* to distribute more than \$98,652 worth of clothing to our neighbors in need! The need in Atlanta continues to increase, and BCM needs your help to serve our community. **Your successful clothing drive is the only way we can feed the hundreds of hungry people who come through our doors each week.**

We ask that each church set a goal at the beginning of your drive, and publicize that number to your congregation to stir up enthusiasm for the drive!

BCM created this information package to help you and the staff and volunteers at your church make this process easy and fun. Our experience during the past 24 years has taught us a lot, and these suggestions will make promoting, collecting and delivering hundreds of bags of groceries seem effortless.

Please call me if you have any questions. This tool kit contains:

- A **task list** with recommendations on how to make your food drive run smoothly
- Sample **newsletter/bulletin notice**
- Sample **pulpit announcement**
- Clothing drive **volunteer descriptions**
- BCM **contact information**

Thank you for your time and dedication to the mission and clients of Buckhead Christian Ministry! Please let me know if there is any way that I can assist you as you prepare for and run your drives.

Tiffany Banks
Volunteer and Church Relations Manager
678-399-8411

Task List for a Successful Clothing Drive

- ❑ **Gather and Prepare Resources**
 - Designate a clothing drive coordinator
 - Recruit volunteers to help
 - Designate clothing collection site(s)

- ❑ **Publicize**
 - Publish clothing drive in newsletter and weekly bulletin announcements
 - Secure pulpit announcement with church staff to promote clothing drive
 - Publicize drive in Sunday School classes, circle groups, prayer meetings, etc.
 - Hang posters and distribute fliers to increase visibility among church groups

- ❑ **Deliver** (*see enclosed instructions*)
 - Collect donated clothing and deliver to BCM

If you have any questions regarding this information, please contact Tiffany Banks:
678-399-8411, or tiffanybanks@bcmatlanta.org

Sample Church Bulletin Insert

[NAME OF CHURCH] is proud to sponsor a clothing drive to benefit Buckhead Christian Ministry's thrift store, Buckhead THRIFTique, for the month of [MONTH]. Buckhead Christian Ministry provides compassionate emergency assistance to individuals and families facing hardship and offers meaningful opportunities to serve the Atlanta community. They are our neighbors and are an extension of *our* ministry.

[NAME OF CHURCH] is asking every member, class, missions group, Bible study and other church organization to help our neighbors in need. Please encourage your class or group to donate clothing or raise money for BCM.

Clothing will be collected at [SITE]. For more information about our church's clothing drive, please call [DESIGNATED CHURCH CONTACT] at [PHONE NUMBER].

Thank you for your support!

Sample Pulpit Announcement

We will be conducting a clothing drive for Buckhead THRIFTique, Buckhead Christian Ministry's clothing ministry, during [MONTH]. Last year, Buckhead THRIFTique gave nearly \$100,000 in free clothing to our neighbors in need. We want to generate some enthusiasm for this worthwhile cause!

Clothing will be collected at [DESIGNATED SITE]. We will take the donations to BCM at the end of the month. If you have further questions about our clothing drive, contact [CONTACT] for more information.

Thank you for your support!

Volunteer Job Descriptions

Clothing Drive Coordinator:

The clothing drive coordinator manages all aspects of the church-wide clothing drive. This includes:

- Recruiting volunteers to oversee each of the three phases listed below.
- Ensuring that all volunteers understand their responsibilities and deadlines, and know how to communicate with you, church staff and other food drive volunteers.
- Communicating with BCM and church staff on progress of clothing drive.
- Confirming that clothing drive volunteers complete the tasks they have agreed to perform.

The food drive can be broken down into three phases:

Gathering and preparing resources:

- Determine drop off locations throughout the church and secure drop-off bins if necessary.

Publicity

- Secure weekly announcements from the pulpit (samples included).
- Work with church staff to publish bulletin and newsletter announcements (samples included).
- Put up signs or decorate bulletin board if possible.
- Work with church staff to inform all church members of the clothing drive. This includes Bible study groups, Sunday school classes, those who attend services and any others you can think of.
- Secure a post event “thank-you” from pulpit and in bulletin or newsletter.

Delivery

- Collect the clothing and deliver to Buckhead *THRIFTique*:

Buckhead *THRIFTique*
800 Miami Circle, Suite 160
Atlanta, GA 30324

BCM Clothing Drive Contact:

Tiffany Banks

Volunteer and Church Relations Manager

678-399-8411

tiffanybanks@bcmatlanta.org

Buckhead Christian Ministry

2847 Piedmont Road NE

Atlanta, GA 30305

Office: (404) 239-0058

Fax: (404) 239-0871

www.buckheadchristianministry.org

Buckhead THRIFTique

800 Miami Circle, Suite 160

Atlanta, GA 30324

Delivery Hours:

Monday through Saturday, 10 a.m. – 4 p.m.