

Shoes 2 Share GUIDELINES TO DONATING

We accept both large and small donations. All donations are needed. Individuals may drop off their donations at our location (please call first) or at the many drop boxes located throughout New Castle County, DE. Groups may host a "Shoe Drive" or "Fundraising Fest" or become a designated "Shoe Drop" location. Please follow the guidelines listed below.

1. **Contact Us:** Shoes 2 Share can be reached by phone 302-528-4909, online www.shoes2share.com or email info@shoes2share.com. Our warehouse & office mailing address is -

Attn: SHOES 2 SHARE, c/o Wampler's, 422 B & O Lane, Wilmington, Delaware 19804

2. **Get Approval:** When necessary, check with your administration, leaders, family or board members for their support in your desire to host a "Shoe Drive", hold a "Fundraising Fest" or become a designated "Shoe Drop" location. Establish a contact person(s) that we will communicate with during the event. In joining efforts with us, we would like your permission to post you or your organization on our website. Please provide info for parties involved, any pictures, website address & a logo if available.

3. **Schedule Your Event:** Determine your calendar date & time frame. "Shoe Drives" and "Fundraising Fests" typically run 1 week to 3 months or held during special 1 day & weekend events. "Shoe Drops" are located on your premise & held continually throughout the year for the public's convenience to donate shoes regularly. Determine where your donations will be dropped off. For inside local events, we can provide a container with signs. For local large events, our S2S cargo trailer can be parked outside temporarily, in an open, well-lit, safe & secure location for donation drops.

4. **Advertise:** Make sure people know about your project. Some ideas: school newsletter, business or church bulletin, community boards, local newspaper, tv & radio stations, email or posted flyers. Don't forget to include dates, location & information about your joint effort with S2S. Please suggest a \$1.00-2.00 donation per pair to help offset the cost of shipping. We can provide containers, brochures, our logo to create advertisements and signs to help promote your joint efforts with Shoes 2 Share.

5. **Collecting Shoes & Fundraising:**

a. **Specific Shoe Requests (but not limited to)** - all sizes & gender; sneakers; sturdy sandals; spikes; any sturdy boot or shoe; children's black dress shoes. No rollershoes or iceskates. Most groups collect in large Rubbermaid containers & donate them along with the shoes. Sturdy boxes work well & heavy duty garbage bags also. See "Sorting" below for more information on preparing the shoes as best possible before we receive them. New shoe laces, socks & shoe polish to dress up the donated shoes are also appreciated.

b. **Monetary donations** are needed for overall expenses, especially shipping. Our ministry is completely funded by donations & is only possible by the help of others. Please consider fundraising with your shoe collection in order to get the shoes delivered. One easy & fun example: collect loose change in a large shoe or boot lined with a plastic bag or large jar at your school, business, youth group, outreach program or sporting event to collect "Funds for Footwear" or "Cents for Shoes". Present your donation to S2S at your event or by check payable to: Shoes 2 Share, Inc. and mailed to the address listed above.

c. **Sorting your donations** into categories, is so helpful to us upon receiving them. We have a system that can be completed in levels. The quantity of your donations usually determines the category level that can be sorted. Please find our online file "Sorting System Guideline" to print out & follow any or all of the 1st - 4th categories & label all groups.