

Whitefield Rising – Best Practices of Collection Drives



This document contains best practices for the Collection Drive that has been tried and tested during the past Collection Drives Initiatives @ WhitefieldRising.

Example of #SAVENEPAL Collection Drive is taken into account to explain the best practices. Please do contact the Core team of Collection Drives in case of any doubts after reading this document.

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#SAVENEPAL

(An initiative of Whitefield Rising partnered with RBITC and GOONG)

The intention of creating this document is to share what went right and what could have been improved which will be helpful to those who drive such initiatives in future.

STEP:1 SELF INTEREST/URGE TODO GOOD FOR THE NEEDFUL

Thought of extending help hands to the Nepal Earthquake victims. Having done collection drives in my apartment, started one Collection Drive for #SAVENEPAL in the apartment. Have donated money through Facebook and SaveAChild.org.

STEP:2 IDEATION

After knowing that few residents have intend to donate but not sure about where/what to donate, thought of an idea to-do a Collection Drive at Whitefield Level with the support of #WHITEFIELDRISING

STEP:3 FINDING RIGHT NGO PARTNER

Googled about the Nepal Earthquake and the list of NGO's working on the relief operations. Found that #GOONJ from India is a trusted NGO working there and they do have office in Bangalore and #WHITEFIELDRISING also partnered with them in past collection drives.



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STEP:4 COMMUNICATE TO WR CORE TEAM

Had a FB Chat with Nitya and communicated the idea and asked for support. After few questions, she gave a go-ahead and also looped in mails to Core Team to give a Head Start.

STEP:5 GET THE CONTACTS

Nitya gave the contacts of GOONJ/Champions worked in the past collection drives/sponsors/Truck Vendor.



STEP:6 FIND THE RIGHT NEEDS

Spoke with #GOONJ and got to know details of their relief operations and the essential needs that they need at the moment.

STEP:7 DESIGN POSTERS AND POST IN SOCIAL MEDIA

Designed posters for the initiative and shared in Social Media (WR Facebook Group/WR Facebook Event) mentioning the Initiative/ Dates of the Collection Drive/ Essential Needs/ Partners Logo/ my contact details.

Minimum of 1 week is recommended to have a decent collections.Nepal Collection Drive went on from May 1st till May 8th and PickUp was planned on May 9th.

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#SAVENEPAL
A WHITEFIELD RISING INITIATIVE



Let's lend our helping hands to Friends in Nepal and donate the below needs.

* No Clothes Please.

Tents
Woolens
Rain coats
Blankets
Bed Sheets

Buckets/Mugs
Utensils/Storage Box
Candles/Matchbox
Torch/Batteries

Ration
Chocolates/Biscuits
General Medicine



Contact : Karthikeyan B
Mobile : +91 9916754331

VENUE : IN YOUR APARTMENT CLUBHOUSE

LAST DATE: 08rd MAY 2015

Circulate this poster and Collect in your apartment from MAY 1st to 8th.

Once you start this collection drive, comment in this post and we will get back to you on packaging and transporting it to NGO called #Goonj.

STEP:8 ADD COMMUNITY CHAMPIONS IN WHATSAPP GROUP

Luckily, there was already a WhatsApp group containing community champions who participated in the past collection drives administered by Sampa Chakraborty(Book Collection Drive for Goonj). She gave the admin rights to me and I added the new community champions who nominated themselves in FB and other means to represent their Apartment.

STEP:9 ALL COMMUNICATIONS THROUGH WHATSAPP GROUP

All further communications happened through WhatsApp group. Information/Reminders/Q&A/Timelines/Tips/Help/Anything&Everything. Sent constant reminders/information. Answered the doubts/questions then & there. Connected community champions who stay nearby.

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Made phone calls to every community champions to keep in touch. Everyone felt connected after the call. I highly recommend it!



STEP:10 DOCUMENT THE CONTACT DETAILS

Made use of Google Sheets to document the community champion details (Apartment/Name/Contact No/No of Carton Boxes/etc). And also contact details of Truck Vendor/NGO. This was helpful to me as I took a print out and kept with me for my reference.

#SAVENEPAL COLLECTION DRIVE				
No	COMMUNITY	CHAMPION	CONTACT	NO OF CARTON BOXES
1	Casa Gopalan Apartments			
2	Veracious Lansdale and Rosedale			
3	Citilights Rustique			
4	Staff Quaters SSSIHMA			
5	Ferns Paradise			
6	Prestige Lake Vista			
7	Palm Meadows			
8	Rohan Vasantha			
9	Prestige Langleigh			
10	DSR Green Vista			
11	Paradise Nest & Regent Palace			
12	Balaji Pristine			
13	NR Spring Woods			
14	Nitesh Forest Hills			
15	Asseett Enclave			
16	Gopalan Grandeur			
17	Jagruti			
18	MIMS Julmohar			
19	TZED Homes			
20	Janapriya Sai			
21	Chaitanya Smaran			
22	Skylark Greens			
23	Amy Welfare Apartments			
24	Vastu Bhoomi			
25	Gopalan Millenium			

STEP:11 SEGREGATION AND PACKING AND LABELING.

Segregation and Packing plays a Vital Role in any Collection Drives. Multiple reminders on segregation tips/packaging tips in Carton boxes and also labelling

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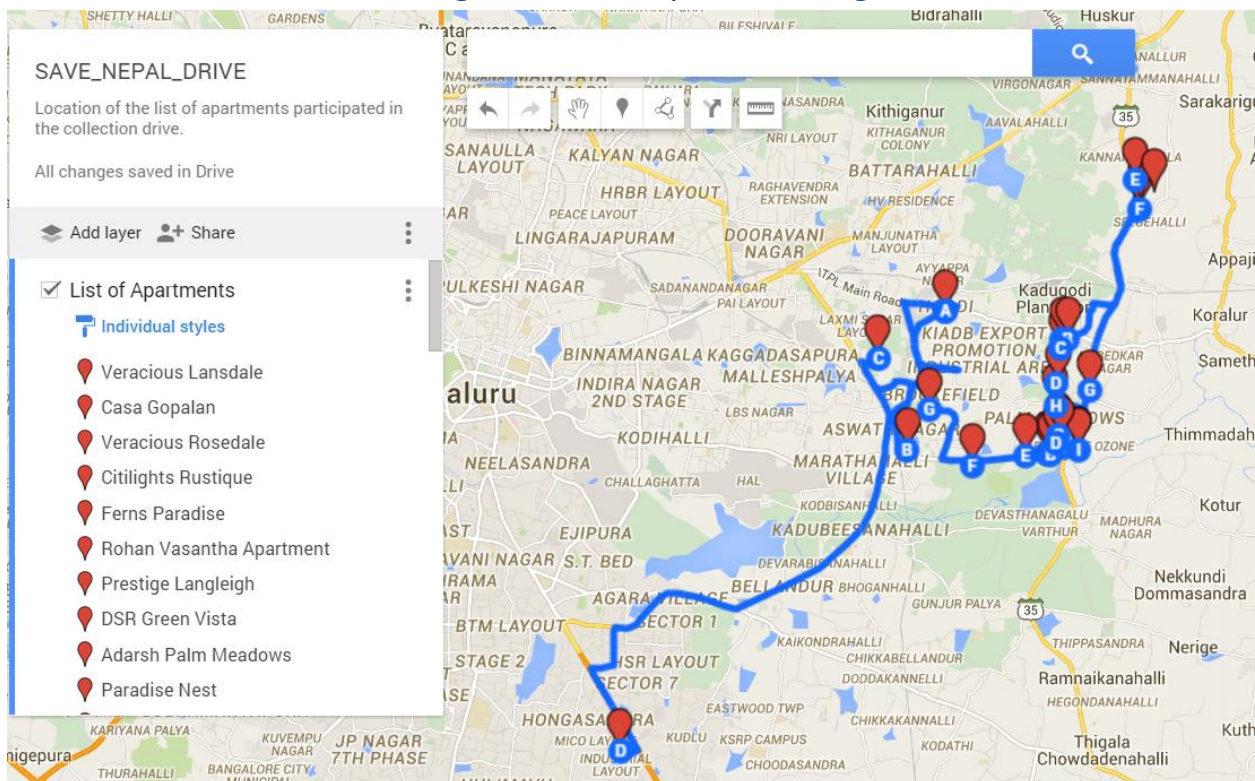


the items in the box was sent out to the community champions. It is very much important to do this step as makes others life easy when distributing the same. And also informed the Community Champions to handover a paper containing total number of carton boxes and list of different items and quantity.

STEP:12 ROUTEMAP TO PICKUP THE COLLECTIONS

Created a MyMap in Google Maps and added the location of all the apartments(25) and then finalized with 19 Pickup points where nearby apartments can together have a single pickup point.

Added directions to all the 19 PickUp points and planned the approximate arrival time to each location and shared the link and time to the community champions to validate their location and get them ready at the designated time.



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STEP:12 PICKUP DAY

Accompanied the Truck whole day, which was my plan to make sure everything go smooth. Truck started at 7:15 AM and went through 19 PickUp Points one by one. Community Champions came up with Breakfast/Lemon tea/Cake/Lunch/Tea during the visit which helped us to save some time.

And finally delivered 251 Carton Boxes at Goonj Office at 5:15 PM as per the plan.

Truck Drive and Helpers played a crucial part in this drive. Without their support, this wouldn't have happened as per the plan. All that I did is to motivate them, be with them, talk to them, and get Breakfast/Lunch/Tea from the apartments we go and also eat with them.

STEP:13 HANDOVER LETTER TO NGO

Handover a Letter written on behalf of Whitefield Rising to the NGO clearly mentioning the dates of collection drive/ items that are collected/ number of carton boxes. Both physically/mail the same.

STEP:14 THANK YOU MAIL

Send a Thank You Mail from Whitefield Rising to all the Community & Champions.

STEP:15 COME UP WITH A REPORT & VISUAL FOR DOCUMENT PURPOSE.

Take photographs at every above step so that you can make use of it at this step.

Come up with a report in figures of participation of communities and number of carton boxes and items with total quantity. And also come up with a visual/video/photobook of experience to create a positive impact so that many other champions come forward to make the Whitefield to rise further.