



OPPORTUNITIES

Clothing Drive

Teen

Guidebook

Thank you for your interest in running a Clothing Drive to benefit kids in Hillsborough County Public Schools! ❤️

This guidebook has everything you need to know or print to have a successful drive. As the organizer, you'll serve more hours than other volunteers – be sure to track those hours so we can give you credit for Bright Futures or service hours for other clubs/organizations!

After you've looked through it, please contact us with all your questions and let us know you are starting this project. volunteers@oasisopportunities.org or (813) 699-9131.

Table of Contents

Content	Page#
Clothing Drive Organizer Instructions	3-4
Log Your Service Hours	5
Photo Release Form	6
Promotional Materials Templates	7
Printable Donation Box Signs	8-10

HOW TO RUN A CLOTHING DRIVE

Step 1: Contact Us (recommended at least 2 weeks before you want to start the drive)

We can answer any questions you have, help you with materials, and arrange a time for you to drop-off your donations or have us pick them up.

Step 2: Find a Site and Time (recommended at least 2 weeks before event)

Decide on a location for this drive.

- Local school
- Place of worship
- Neighborhood or community center
- Special event (soccer tournament, football game, etc.)
- Organize a gathering of lost-and-found clothing from local schools, hotels, or other facilities

Step 3: Promotion (recommended at least 10 days before event)

Make posters, flyers, and social media posts letting your community know to start cleaning out their closets! Try sending emails, posting on NextDoor, and hanging flyers in public spaces.

Be clear about when you will be collecting items, and what types of items you can collect (gently used and school-appropriate clothing in sizes 4T-adult, and gently worn shoes).

Step 4: Collect

- Create your own bins/boxes for collection by covering them in gift wrap. You can use the templates at the end of this sheet to label your boxes.
- Place OASIS bins in the location for the duration of the drive (and be sure to check and empty them regularly!)

HOW TO RUN A CLOTHING DRIVE, CONT.

Step 5: Sort & Wash* (Optional for Business Clothing Drive)

All clothing should be sorted into 3 categories:

- Recycling – clothing that is no longer usable
 - stained, torn, or worn out clothing
 - t-shirts with specific dates or logos like race/walk, sports camps, schools, etc.
- Not For School – clothing that is in good shape but not appropriate to wear at school including fashions that appeal to an audience older than teens.
- School Appropriate – items that are usable for OASIS students

All usable, school appropriate clothing should be washed, folded flat, and placed in boxes labeled:

- Boys
- Girls
- Women
- Men
- Shoes (these don't need to be washed)

Place all “Not for School” items in bags and boxes labeled “C”. We will consign these to raise money for OASIS programs.

Place all “Recycling” in bags labeled “R”.

Step 6: Takes pix and deliver!

We'd love a photo of you with your donations (and a complete photo release form). And we'll connect with you to receive your donations!

**If you'd like to recruit other volunteers to help you sort the donations, check out our Sorting Soiree Service Project. It pairs perfectly with a Clothing Drive.*

Log Your Hours!

Be sure to record the hours you put into the project. Consider:

- Setting up the drive
- Promotion time
- Collecting from the bins
- Sorting
- Washing, Drying, and Folding (one load = one service hour)
- Driving time





OASIS Photo Release Form for Minors (if under 18)

OASIS Opportunities (DBA of OASIS Network of New Tampa) has my permission to use my or my child's photograph publically to promote the organization. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: _____ Date _____

Parent/Guardian's Name: _____

Child's Name: _____

Phone Number: _____

OASIS Photo Release Form for Adults

OASIS Opportunities (DBA of OASIS Network of New Tampa) has my permission to use my photograph publically to promote the library. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature: _____ Date _____

Name: _____

Phone Number: _____

Promotional Materials

You can use the following promotional material templates in Canva (it's a free service). You'll need to make a copy of the design, then you can edit it to add your specific time, date, and sign-up links or QR Codes.

[Clothing Drive Flyer](#)

[Clothing Drive Facebook Post](#)

[Clothing Drive Instagram Post](#)

[Donation FAQs Instagram Reel](#)

If you share on social media please tag us!



@oasisopportunities



@oasis_opportunities





OPPORTUNITIES

CLOTHING

DRIVE

NEEDED:

GENTLY

USED

CLOTHING &

SHOES

NO

TRASH