



**Summer Hygiene
In-Person
Drive
Guidebook**

Thank you for your interest in running a Hygiene Drive to benefit kids enrolled in Summer School 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!



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#
Hygiene Drive Organizer Instructions	3
Log Your Service Hours	4
Photo Release Form	5
Promotional Materials Templates	6
How to Fill A Bag Instructions	7

HOW TO RUN A SUMMER HYGIENE DRIVE

Step 1: Contact Us

We can answer any questions you have, help you with materials to promote your drive.

Step 2: Find Your Community

Who will you target with this drive? Look for where you will promote this drive and collect your donations.

Step 3: Promote!

Make posters, flyers, and social media posts letting your community know to start shopping for the event! Try sending emails, posting on NextDoor, and hanging flyers in public spaces.

Step 4: Collect!

Check your collections regularly if you are collecting over several days. Be sure to have a safe place to store your items.

Step 5: Bag 'Em!

Get volunteers to help you create hygiene bags. We recommend setting up on a long table and having volunteers walk along so that they fill one bag at a time. Or if you have talent, try an assembly line!

Step 6: Drop off!

Let us know a time when you'd like to visit us at Gary Adult High School once the drive has concluded.

You can bring a few extra volunteers to help us inventory the contributions your drive made and take pictures to send back out to your donors when you say "thank you."

Log Your Hours!

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

- Setting up the drive
- Promotion time
- Driving time
- Assembly time

We ask all volunteers to log their hours--your time is value-added to our organization!



Scan to log.

For teens only:

Bring your school's physical service hours sheet to be signed by an OASIS staff member or email it to: **volunteers@oasisopportunities.org**.
Your hours will not be approved until they are submitted through our system AND your school tracking system.





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 drive name and post to your own socials!

[Summer Hygiene Drive Flyer](#)

[Summer Hygiene Drive Facebook Post](#)

[Summer Hygiene Drive Instagram Post](#)

If you share on social media please tag us!



@oasisopportunities



@oasis_opportunities

Important Links

You can copy/paste these links into the text for any social media posts. Remember that QR codes are great for flyers and posters, but you need hyperlinks for electronic posts!

Summer Hygiene Wishlist: <https://a.co/2JtomNr>

Hygiene Bags

How to Fill a Bag



Directions:

- Put the following items in a gallon-sized bag:
 - 1 full-sized toothpaste
 - 1 toothbrush
 - 2 bars of soap/one bottle of body wash
 - 1 deodorant
 - 1 full-sized shampoo
- Make sure the shampoo is upright (no leaks)
- Put a sponsorship flyer in each bag
- Place 10-15 filled bags upright in a box for storage

Thank you for providing kids with confidence through hygiene items!