

The Care Closet project

HCS OPPORTUNITY ZONE SCHOOLS

Plan of Action

Church/Org that are interested in participating selects their school by contacting Melissa Graham directly at Graham_Melissa@hcde.org or 901-218-0605. Churches will also indicate whether they have the capacity to manage the entire project or whether they would like to partner with another church partner.

A meeting will be set up with church/org contact and school's family & community staff person

Secure a space at the school if one is not designated.

Let your church or organization members know you are adopting a care closet at _ school, create a timeline and set deadlines to receive donations. Receive a list of specific needs from the school and provide the list of needs to members.

Gather a committee that wants to be an integral part of your drive and assign everyone specific tasks.

Some of the duties you may want to assign are as follows:

Chairperson to oversee all the details and answer all questions

advertising/promotion with members

Logistics of storing and organizing the donations at the church/org

Packing and transporting to the school

Closet Set- up: setting up the donations in the closet at the school once transported

Set Goals- determine the amount of donations you want to raise. Encourage people to help you meet or surpass your goals by putting up flyers and telling them the importance of your drive.

This is an ongoing commitment for the school year. Churches/orgs are asked to revisit the project quarterly at a minimum to restock or supply needs that have low inventory.