



Necessities Drive Kit



Silver Key services allow the choice of safely aging in place with dignity and independence.

Silver Key is striving to make the greater Colorado Springs area the best in the nation to age. In partnership with stakeholders and caring volunteers, our purpose is to improve the quality of life for adults age 60+.

Silver Key Senior Services was founded in 1970 to improve the quality of life for area nursing home residents. Today, Silver Key's mission has broadened to provide more than 7,000 seniors annually with a wide variety of services, including Silver Key Connections Café, Home Delivered Meals including Meals on Wheels, Reserve & Ride transportation services, and vital Senior Assistance services including case management and government food program distribution.

**Learn more about Silver Key and volunteer opportunities:
visit www.SilverKey.org**

So you want to host a Silver Key Necessities Drive?

What does Silver Key need?

Silver Key serves thousands of seniors in the greater Colorado Springs area with a variety of services to help adults age 60+ maintain independence, safety, and quality of life. A challenge we face is keeping our pantry stocked with basic necessities. This is where you can help by hosting a Necessities Drive. A Necessities Drive will include not only food, but also everyday items such as soap, pet food, and tooth brushes.

Why should I donate?

Silver Key relies on the generosity of our neighbors and businesses to keep our pantry stocked. Hosting a Necessities Drive is a great way to support your community and is also a fun and meaningful way to engage your family, friends, co-workers, and employees in helping seniors remain independent.

When should I run a Necessities Drive?

Our recommendation is to have the Necessities Drive last for two to four weeks. We need donations year-round, so anytime is appropriate.

How do I get started?

If you or your organization decides to run a Necessities Drive, simply let us know by calling 719-884-2350 or email info@silverkey.org and we will send you a kit with tips for a successful drive.

How to Host a Necessities Drive: Step by Step

Step 1: Make a Plan

Form a team or partner with your group/organization/school/church to assign roles and responsibilities:

- Promoting the drive
- Pick-up and delivery of collected items
- Areas that will serve as collection drop-off centers
- Provide transportation
- Donation warehouse or parking space for the event (if needed)
- Set locations and dates for the drive
- Set a goal for the amount of donations you want to achieve

Step 2: How to Promote the Necessities Drive

- We recommend decorating donation boxes with bright colors, fun materials, and pictures. Be sure and use the Silver Key logo. Place boxes in a convenient and easy to see location.
- Send weekly updates on the progress towards your goal using email, social media, or your company website
- Post the "Necessities Donation Wish List" flyer

on social media, through email, your company website, and throughout your office and/or neighborhood to spread awareness

- Document the progress of the event by taking pictures of colleagues, family, friends, and/or neighbors donating to the drive
- Encourage everyone involved to like and follow the Silver Key Senior Services Facebook page

Step 3: Collection Tips

- **Single-Site Drop Off:** Ask your participants to bring donations to one location during set hours on a specific day. Volunteers should stay at the collection site.
- **Extended Necessities Drive:** Set up multiple collection points with drop-boxes where donors can leave donations over the course of multiple days or weeks. Be sure they are in a secure location.
- **Event-Related Necessities Drive:** Partner with a local event—like a sports game, concert, or fair and set up collection sites at the event. Volunteers should stay at the collection site.

Necessities Donation Wish List



Food Donations

- Canned Goods:
- Beans
- Chicken/Beef/Vegetable Broth
- Corn
- Fruit
- Green Beans
- Pasta Sauce
- Peas
- Soup
- Tuna
- Dry Goods:
- Beans
- Bread
- Condiments
- Cooking Oil
- Corn Bread
- Flour
- Macaroni & Cheese
- Pasta
- Peanut Butter & Jelly
- Potatoes
- Ramen Noodles
- Rice
- Sugar

Basic Necessities

- Can Openers
- Cleaning Supplies: Bleach, Dish Soap, Dishwasher Detergent, Gloves, Laundry Detergent, Sponges, Window Cleaner
- Combs & Brushes
- Conditioner
- Cooking Supplies: Pots, Pans, Utensils
- Cotton Balls & Q-Tips
- Denture Cleaner & Adhesive
- Deodorant
- Facial Tissue
- Hand Sanitizer
- Hearing Aid Batteries
- Lotion & Vaseline
- Paper Towels
- Pet Supplies: Brushes, Collars, Food, Leashes, Toys
- Razors
- Shampoo
- Soap & Body Wash
- Trash Bags
- Toilet Paper
- Toothbrushes & Toothpaste
- Zip-Lock Bags

Thank You!

If you are interested in doing more, you can get involved by volunteering at Silver Key!
Visit www.silverkey.org/volunteer



Getting the Word Out About Your Necessities Drive

Want to run a successful drive with maximum participation? Follow these tips!

Facebook

Create an event on Facebook, and share with your network of family and friends. For example, your event could state, "I am running a Necessities Drive for Silver Key. Please consider donating between <start> and <finish> at <list location>. Your donations directly support the senior community here in Colorado Springs. A necessities donation wish list is included in this event." Include a link to the Silver Key Senior Services Facebook page.

Word of Mouth

Be sure to involve the community in your drive by asking friends, family and colleagues to spread the word about your Necessities Drive. Be sure to share the details with them about why, when and where you are hosting the drive.

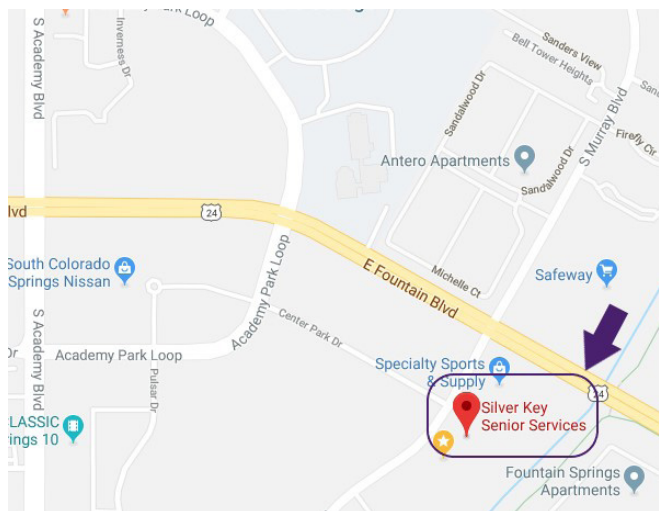
Flyers

Hand out flyers to your group, family, friends, co-workers, and neighbors. These flyers will help people know what to donate, how to donate, and why they should donate. Please be sure and use the Silver Key logo (find it at www.silverkey.org/necessities-drive) and contact Silver Key at info@silverkey.org if you have any questions.

The success of your Necessities Drive relies on how well you can get the word out about what you are doing. Be creative! This list is not all inclusive, but should help you begin your journey.

Donation Drop-Off Instructions

Deliver the donated items directly to Silver Key. A great way to celebrate the success of your Necessities Drive is to invite participants to join you—feel free to wear your group or organization's t-shirts or uniform. Silver Key also encourages you to share your accomplishments on social media.



Please deliver your Necessities Drive donations to:



9 am to 4 pm Monday through Friday
1605 S. Murray Blvd, Colorado Springs, CO 80916

Silver Key also accepts monetary donations online:
www.silverkey.org

Mail checks to:
Silver Key Senior Services
Administrative Offices
1625 S. Murray Blvd, Colorado Springs, CO 80916

Tax Deduction Information

Donors are responsible for valuing their donations. Silver Key will provide a donation receipt and tax ID upon request.