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**Shoes for the Homeless, Inc.**

[**www.shoesforthehomeless.net**](http://www.shoesforthehomeless.net)

**501 (c) (3) Non-Profit Corporation**

**Volunteer Youth Ambassador Program**

**Achievement Number One: Organize one or more shoe drives (at least 100 pairs):**

How do I organize a shoe drive?

* + - These can be at schools, businesses, faith based organizations, or clubs. It can be even be a shoe drive at your home, where you reach out to your neighborhood. Send a brief description of each shoe drive to youthambassador@shoesforthehomeless.net prior to beginning the shoe drive. The average shoe drives last 4-6 weeks.

**The process for organizing a shoe drive at school includes:**

* + - * + **Plan**:  Determine if the shoe drive involves the entire school or a group within your school such as a sports team, club, PTA or particular class.
				+ **Permission/authorization**: Parents/guardians must give permission and be responsible for Candidate’s safety. Shoe drives at school must also be authorized by the school’s administration or by teachers and coaches that are involved.
				+ **Establish the length and dates of your shoe drive**: The average shoe drive is 4-6 weeks long. However some go 1-3 months or as short as two weeks. We recommend at least one month. Be sure to establish a start and ending date.
				+ **Create flyer:**  Flyers should be place on your collection boxes as well as sent out to be used for advertisement. The flyer should explain what the shoes are being collected for, where to bring the shoes, and what period of time the collection spans.  We provide you with a sample flyer.
				+ **Advertise:**  Let people know the dates and drop off locations for your shoe drive. This may include reaching out to other students, faculty, families and friends. This can be done via sending out emails, flyers, social media or phone calls to inform everyone. Let them know that we are looking for lightly used shoes, with the shoe laces tied, in bags.
				+ **Find medium sized boxes:**

**Place a flyer** (see above) on each box.

**Count the number of shoes collected.** Each medium sized box usually averages 25-50 pairs of shoes.

* + - * + **What we are collecting:**

We are collecting “lightly used” men’s, women’s and kid’s shoes. These can be casual shoes or dress shoes.

We also recommend that people tie the donated shoe laces and place shoes in bags. The bags are then placed in the box. This way, the shoes won’t get separated.

* + - * + **Safety:**

Wear gloves whenever handling shoes and wash hands regularly.

* + - * + **Notify us the number of shoes collected/distributed (at least 100 pairs):**

Remember to add the information to your **completion form**.

**Send a copy of the receipt to** youthambassador@shoesforthehomeless.net with the number of shoes you collect.

* + - * + **Recipient organizations:**

Shoes collected will be directed to a non-profit organization (recipient organization)- see above. The recipient organization is a non-profit organization that directly serves the homeless and is in need for shoes for the homeless individuals they serve. Often the recipient organization can arrange a time to pick up the shoes, so be sure to ask them. Also, let them know that you will need receipt for the donated shoes made out to Shoes for the Homeless, Inc.

Take a photo of the receipt and send it to youthambassador@shoesforthehomeless.net.