

# Safety First Instructions

**Thank you for hosting a collection drive for Shepherd's Gate women and children. Every item in this collection will touch their lives throughout their journey at Shepherd's Gate.**

Instructions for the collection are listed below:

1. This packet includes a collection flyer with a donation receipt QR code, delivery list, signage, and communication templates.
2. Share the flyer and invite friends, family or coworkers to collect the Safety First items they would like to contribute to the drive.
3. Print signage if you would like to organize items by category during the collection.
4. After the collection, organize the items by category and place the separated items into boxes or bags.
5. Write the list of items and quantities donated on the form provided and place it in one of the boxes or bags.
6. Click the link to [Schedule Delivery](#). This will help our teams prepare for the incoming donations.
7. Deliver the collection items to Livermore – 1660 Portola Ave, Livermore CA. 94551 or Brentwood – 605 Sycamore Ave, Brentwood CA 94513.
8. Questions? Email [shepgate@shepherdsgate.org](mailto:shepgate@shepherdsgate.org)



# SAFETY FIRST



**Help Shepherd's Gate women and children respond to first-aid and emergency situations by contributing to our safety first collection!**

## **Safety Supply Needs**

- Instant Ice Packs
- Band-Aids (assorted sizes)
- First-Aid Ointment
- Antiseptic Wipes
- Itch Relief Ointment
- Burn Cream
- Medical Tape
- Gauze
- Thermometer
- Bloodborne Pathogen Kit
- Disposable Gloves (Large & XL)
- Batteries (all sizes)
- Flashlights



**Click the logo to learn more about Shepherd's Gate.  
Use the QR Code to access the donation receipt.**



# Safety First

## Collection Items Delivered

Drive Coordinator Name:

Delivery Date:

Item

Quantity

[illegible]

# First-Aid Supplies

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Disposable Gloves

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Flashlights (Large & XL)

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Batteries (All Sizes)

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Collection Communication Templates

## Collection Announcement

Make a difference in our community! ORGANIZATION NAME is partnering with Shepherd's Gate through the Safety First collection drive.

Shepherd's Gate provides a long-term program for homeless women and children recovering from domestic violence, addiction and poverty. The items collected will equip them with the supplies they need to both heal and thrive. Shepherd's Gate does not receive government funding. It is the generous hearts in our community that have allowed over 13,000 women and children to be served since 1984.

Beginning on DATE the Safety First collection will kick off in the LOCATION. The flyer is attached and posted on (SOCIAL MEDIA OR INTRANET PAGE). If you would like to ship items directly to Shepherd's Gate the address is (SELECT LOCATION). We appreciate any help you offer to support the collection and serve the women and children at Shepherd's Gate.

## Official Kick Off

We are excited to announce that today is the kickoff of our Safety First collection for Shepherd's Gate women and children. Please bring collection items to LOCATION. Signs are posted to guide you on where to place your donations. If you are supporting the drive remotely please ship items to (SG ADDRESS). The drive will wrap up DATE.

## Collection Update

So proud of our team! So far, we have collected AMOUNT OF ITEMS for Shepherd's Gate women and children! We have until DATE to collect items. Keep up the good work!

## Final Reminder

Tomorrow is the last day to donate Safety First collection items. Don't forget to bring in your donations! Your help will impact the lives of homeless women and children.

## Wrap-Up Thank You

Thank you so much for participating in the Safety First collection for Shepherd's Gate! Together, we collected more than AMOUNT OF ITEMS. Your contribution is part of ORG NAME commitment to serve our community. Thank you for making a difference in the lives of these women and children.