

# *Spice It Up 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 Spice It Up 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. Check the expiration date on food items. You are welcome to write the expiration date on the front of the item but it is not a requirement.
6. Place the non-expired items into boxes or bags by category.
7. Write the list of items and quantities donated on the form provided and place it in one of the boxes or bags.
8. Click the link to [Schedule Delivery](#). This will help our teams prepare for the incoming donations.
9. Deliver the collection items to Livermore – 1660 Portola Ave, Livermore CA. 94551 or Brentwood – 605 Sycamore Ave, Brentwood CA 94513.
10. Questions? Email [shepgate@shepherdsgate.org](mailto:shepgate@shepherdsgate.org)





# Spice It Up!



Shepherd's Gate

Help Shepherd's Gate women develop a love for cooking by collecting spices, marinade and condiments they can use to prepare meals.

## Spices

- Salt
- Black Pepper
- Garlic Salt
- Garlic Powder
- Onion Powder
- Oregano
- Rosemary
- Paprika
- Red Pepper Flakes
- Taco Packet
- Fajita Packet
- Enchilada Sauce Packet
- Lemon Pepper Packet
- Montreal Seasoning Packet
- Grill Mates Packets
- Pot Roast Packet
- Alfredo Packet
- Chili Packet

## Marinades

- Teriyaki
- Soy Sauce
- Garlic and Herb
- Lawery's 15 minute Marinades

## Condiments

- Mayonnaise
- Ketchup
- Mustard
- BBQ Sauce
- Sriracha
- Salsa
- Ranch Dressing
- Italian Dressing
- Thousand Island Dressing
- Caesar Dressing



Click the QR code to learn more about Shepherd's Gate or to access our donation receipt.





# Spices

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Marinades

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Condiments

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Donation  
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# Collection Communication Templates

## Collection Announcement

Make a difference in our community! ORGANIZATION NAME is partnering with Shepherd's Gate through the Spice It Up 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 Spice It Up 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 Spice It Up 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 Spice It up 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 Spice it Up 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.