

# *Personal Care 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 Personal Care items they would like to contribute to the drive.
3. Print the signage provided in this packet if you would like to organize items by category during the collection.
4. After the collection, organize the items into categories and place the separated items into boxes or bags.
5. Write the list of items 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@shepherds gate.org](mailto:shepgate@shepherds gate.org)





# Personal Care

**Collect Personal Care and hygiene products and help Shepherd's Gate women and children stay healthy.**



Shepherd's Gate

- Hand Soap with Pump
- Body Wash - Children's and Adult
- Body Spray
- Body Lotion
- Face Moisturizer
- Astringent
- Head & Shoulders
- Conditioner
- Children's Toothpaste
- Alcohol Free Mouthwash
- Dental Floss
- Deodorant
- Hair Dye - Black or Brown
- Vaseline
- Disposable Gloves - Med, Large and XL
- Q-Tips
- Cotton Balls
- Loofa or Shower Sponge
- Panty Liners



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



## Personal Care

## Collection Items Delivered

Drive Coordinator Name:

Delivery Date:

Email:

[illegible]

# Hand Soap w/pump

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Face Moisturizer

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Astringent

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Body Wash Children's & Adult

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Body Spray

Learn More About  
Shepherd's Gate



Donation  
Receipt





# Body Lotion

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Head & Shoulders

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Conditioner

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Deodrant

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Children's Toothpaste

Learn More About  
Shepherd's Gate



Donation  
Receipt



# **Alcohol Free Mouthwash**

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Dental Floss

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Hair Dye Black or Brown

Learn More About  
Shepherd's Gate



Donation  
Receipt





# Disposable Gloves Med, Large and XL

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Vaseline

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Q-Tips

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Cotton Balls

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Loofa or Shower Sponge

Learn More About  
Shepherd's Gate



Donation  
Receipt



# Panty Liners

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 Personal Care 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 Personal 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 Personal Care 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 Personal Care 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 Personal Care 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.