



Stuff the Bus is an easy way to get your colleagues, friends, and family together to make an impact! Here are helpful steps to achieve your goal:

- **Reach out to the United Way of the National Capital Area (United Way NCA).** Contact Torrance Hucks, Volunteer Engagement Manager at thucks@uwnca.org to get a conversation started about how you can help and receive guidance about needed tools and important dates.
- **Decide on the logistics.** Work with your United Way NCA coordinator to select dates that work for everyone and decide if you will be hosting your own collection or working with other businesses. If you will be working with other businesses, United Way NCA will work closely with the designated leads to coordinate collection and pick-up dates.
- **Get the word out.** Mention the collection drive in meetings and send it out through email and social media platforms (i.e. Facebook, LinkedIn, Instagram and Twitter)!
- **Set up your collection and begin collecting supplies.** Have fun by decorating your collection boxes to create more awareness around the office.
- **Get your company involved.** We find that companies will often match what the employees have donated with a corporate donation, cash or additional supplies. Ask if your employer will provide a “Company Match” to show their support.
- **Track donations** – Help us accurately report totals at the end of the drive. If you need a tax-exempt donation letter, please contact Torrance Hucks at thucks@uwnca.org.
- **Share the fun** by taking pictures of your collection boxes and your donors and posting them to social media using **#StuffTheBus**. Email pictures to colleagues to celebrate their participation. Always send photos to Torrance Hucks at thucks@uwnca.org along with your company name and Stuff the Bus in the subject line, so we can share them with our followers as well.