



# Organise Donation Drive for your Company

## Spread the Word

Get ready the following information to circulate to all your colleagues on any common communication platform 1 month in advance.

- Collection Date/ Collection Period
- Collection Timing
- Collection Point
- Recommended Items
- How to Pack the Donation Items

## Categorise Donation

Categorise and pack the items according to donations using plastic/ paper carriers, medium carton boxes or trash bags. The breakables/ glass-wares can be packed in newspapers and books in smaller boxes.

## Cash Donation

Pass the cash donations and the completed donation form to MINDS Shop's staff on the day of delivery or collection.

## Recommended Donations

Clothes / Accessories / Baby & Kids / Bags / Shoes / Lifestyle Gadgets / Furniture & Home / Cooking & Dining / Kitchen & Home Appliances (less than 1 year usage) / Sporting Gears / Musical Instruments / Luxury (Branded items) / Design & Craft / Collectibles / Hardware

Donations in working conditions in new or preloved conditions are welcomed.

## Delivery

### Delivery to MINDS

You can arrange for a delivery to **29 Rosyth Road Singapore 546190** from **Mondays to Fridays between 10am to 3pm except Public Holidays**. Do inform us about 3 days in advance for us to make the necessary arrangements to receive the donations.

### Collection from MINDS

Alternatively, we can arrange for a collection from you. Collections will be arranged on Fridays only. We would advise you to contact us about 1 month in advance to secure your collection.