



Sharing technology to empower individual growth and improve our communities

Our goal is to make an electronics recycling event as easy as possible for your organization, we handle most all the details and labor involved.

Recycling events generally run from 10:00am to 2:00pm

**Event day:**

- We park our truck in a visible location
- Donors drive alongside to the back of the truck
- Volunteers remove the items from the donor's cars and place the items on the back of the truck
- Another volunteer hands out flyers to each donor and asks for donations to help support our charity.

**Request of hosting organization:**

- We request that your organization help advertise by:
  - Emailing all in your contact lists
  - Put information in your bulletins or newsletters,
  - Post on website, social media about the event
  - Hang posters around the office (CCA provides event posters)
- Any additional advertising is always welcome
- Provide a few volunteers to help at the event – generally 20 minutes before the event (CCA will provide volunteer sign-up forms if needed)

\*\*\* All the above are requests but we will gratefully follow along with the practices that the hosting business prefers.

**CCA Provides:**

- The truck(s) at the event
- 6' long yard banner (reads, Recycling event) and 6 to 10 smaller yard signs with arrows for the day of the event
- Charitable donation receipts
- Orange cones to help direct traffic if necessary
- Additional volunteers to run the event
- Tent if raining
- Pizza or other lunch item/snack (we generally get donations from local businesses)
- Staff to unload truck at our facilities



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**CCA Advertising:**

- Create posters and distribute to hosting organization (*after ad/graphics approval of hosting organization*)
  - Past event fliers can be found on our website.
- Go door to door at local businesses to hang posters in windows
- CCA advertises to 15 local media partners including: television; print and online community calendars
- Post on our website, social media and monthly newsletter about the event
- Advertise to a LISTSERV (e-mail mailing lists) w/ 5000+ Columbus non-profit members