



## Cell Phones For Soldiers Donation Drive Checklist

Item	Details	Person Responsible	Deadline
Set goal for drive			
Recruit help			
Assign roles			
Select location			
Get permission to use facility			
Select receptacle			
Decorate receptacle			
Create and hang flyers/signs			
Promote the drive			
Contact local groups about drive			
Reconfirm site arrangements			
Arrange to deliver recycled phones at conclusion of drive			
Recycle or reuse all materials after the drive is complete			