



## Garage Giveaway Guide

### TIMELINE

#### Now:

- Pray that God will provide a storage facility, students, donors, donations, and drivers.
- Locate a secure storage facility where people can conveniently drop off items. Make sure the facility is monitored, so they can register each donor and their items.
- Recruit key people:
  - **Donation Coordinator** receives item pick-up requests and coordinate with those who have trucks and/or muscle before the event and the day of the event. Oversees getting donations to the storage facility.
  - **Recruiter** enlists Shopper Helpers and refreshment providers (cold water is essential) for the day of the event.
  - **Registrar** collects *detailed* contact information (gender, school, country, cell phone, email address) for all students and volunteers at the event. Use a laptop computer because handwriting is sometimes not legible. Also gets list of pre-event volunteers from Donation Coordinator.
  - **Lieutenants:** Two additional people (you can't be everywhere) to supervise and keep things running smoothly the day of the event. This can be the same person who serves as Donation Coordinator.
  - **Photographer** takes digital pictures from the day of the event. *(Be sure students participating have signed a media release form so we may use their images.)*

#### 12 weeks before the event:

Publicize as widely as possible what items you are seeking, what you do not want/cannot use, who will receive the items, where/when to drop them off, and what to do with items too large for one individual to handle.

#### 10 weeks before the event:

Publicize the need for help now with large items. Strong young men and drivers with trucks who can pick up donations at homes and deliver them to the storage facility.

#### 6-8 weeks before event:

Begin collecting items.

Each week during collections:

Visit the storage facility and organize the donations.

4 weeks before the event:

Publicize (with photos) to international students and administration the donations already collected and explain the Garage Giveaway.

4 weeks before the event:

Publicize the need for Shopper Helpers, Truck Drivers, and other volunteers needed for the day of the event.

2 weeks before the event:

Every third day, organize the items in the storage facility.

Sunday before the event:

Request special prayer during services for those who will help and international students who will attend.

1 week and 3 days before the event:

Again publicize (with photos) to international students and administration the donations already collected and explain the Garage Giveaway.

One hour before event:

Meet with volunteers to explain Giveaway process, empower Lieutenants, answer questions, and pray. Make Shopper/Helpers aware of contents and location of storage facility. Stage delivery trucks. Ensure hydration of those who are your "muscle power."

45 minutes before event *is scheduled to begin:*

- First international students will arrive (no kidding!)
- Register students (i.e. nametags if using, sign-up sheets, & media/liability releases if not previously signed)

During event:

Once an item is selected by a student, make sure that item is marked as “Taken.”

As event concludes:

Provide lunch for those who participated as workers/volunteers to share student stories/comments and to thank them for their help.

Day after the event:

- Send each international student an email thanking them for attending and inviting them to become involved in other activities (hence...your sign-in registration).
- Publicize event results to Church (provide pictures and student stories/comments as appropriate.)

2 days after event:

Send personalized thank-you letters to all donors, volunteers, & churches involved. Include donor’s receipt for gifts-in-kind, if applicable.

2 weeks after event:

Send follow-up email to international students whom you have not heard from since the event.

## EXAMPLES

### ***Appeal for Donations***

**More than 12,000** international students attend Houston-area colleges and universities. Many arrive with only a suitcase and backpack. The Garage Giveaway, sponsored by International Students, Inc. (ISI), provides free household items and makes a *friendship connection* between international students and Americans.

#### DONATIONS:

From August 1 to September 11, donations of furniture, appliances and other household items will be accepted. Items must be in “good” or new condition. Please do not donate items needing repair or clothing. Donations are **tax deductible** and should be taken to:

[Storage Corral](#)

3655 Burke Rd (between Fairmont and Vista)  
Pasadena, TX

Monday-Friday 11 a.m.-4 p.m.

Saturday 10 a.m.-2 p.m.

Sunday CLOSED

Go to the Storage Corral Office during the hours listed above and tell the attendant you want to donate to the Garage Giveaway. You will be directed to the secure storage area.

If you cannot take your donation to the Storage Corral during these times, or have questions about the items you wish to donate, please contact Jeff Newpher, International Students, Inc. at (281) 989-2589 or via email [jeff.newpher@sbcglobal.net](mailto:jeff.newpher@sbcglobal.net) Arrangements may be made to pick up your items.

#### GIVEAWAY:

On Saturday, September 12, donated items will be given away to international students at local colleges and universities.

For information about last year's Garage Giveaway, other ISI activities or to support the ministry, please click on [www.isiHouston.info](http://www.isiHouston.info).

Please pass this on to anyone who may have household items to donate to international students. Thanks!

Jeff Newpher  
ISI/Houston  
(281) 989-2589

### ***Appeal for Volunteers***

Mary,

This year's ***Garage Giveaway is Saturday, September 12, from 9am-11:30am***. The generous folks at the [Storage Corral \(3655 Burke, Pasadena, TX\)](#) have again donated storage units for our use. There are a number of different ways you can help, even if you cannot lift items. The Garage Giveaway is one way we make that crucial **first contact with international students**. Sharing Christ's love with them at the Garage Giveaway can lead to friendships that make an eternal difference in their lives. We need your prayers and your help!

Here are some of the roles for which we need volunteers:

**Shopper Helper Volunteers** please arrive at the ***Storage Corral*** at 8:15am. Please park on the grass on the right after you go through the Gate and then check in with Virginia Hopkins. We'll take you to the storage units and let you know what items are in the unit. As international students arrive, you'll be introduced to them, find out their individual needs, and help "tag" the items they want. No lifting required. After your student has selected all their items, if they won't all fit into the student's vehicle, notify a **Pick-up Truck Delivery Driver** you are ready to load. Please continue to assist your student until they have left the Storage Corral. Many students come from a culture that has few material things. Having you help them "shop" is a valuable and fun service.

**Pick-up Truck Delivery Drivers—we need more of you!** Please arrive at the Storage Corral at 9:15 am, come through the Gate, check in with Virginia Hopkins and get directions to the Storage Unit. You'll be taking items that don't fit into the student's vehicles to their apartments/homes. Most of the deliveries will be in Pasadena & Clear Lake, but some students are coming from downtown Houston and beyond. If you have a truck but cannot lift items, no problem. We'll send "muscle" with you to do the lifting. Please **DO NOT LIFT ITEMS UNLESS YOU ARE CAPABLE.**

**Muscle**—if you don't have a truck, are too *macho* to "shop," and want to help this ministry (does this describe high school guys you know?), we need your help lifting and loading at the Storage Corral between 9:00am and 11:30. Please park inside the Gate on the grass on the right. Check-in with Virginia Hopkins for instructions.

We'll have more instructions on-site. **We never have too many *Shopper Helpers*, too many *Pick-Up Trucks*, or too much *Muscle*.** If you cannot help, please pass this on to someone who might.

We've reserved the back room area of [McAlister's Deli](#) (4434 University Dr/Houston) to have lunch after the Giveaway. They know we will have *been outside* before we come *and they welcome us anyway*. Please join me for lunch after the Giveaway.

Thank God for the opportunity to serve and blessings to you for being a Servant.

Jeff Newpher

International Students, Inc.

(281) 989-2589 [jeff.newpher@sbcglobal.net](mailto:jeff.newpher@sbcglobal.net)

***Email sent to students who attended***

Student name,

Thanks again for attending the Garage Giveaway for international students last weekend. It was nice to meet you. We hope you found some useful items!

Throughout the year, people call me and want to donate their items (furniture, beds, etc.) to international students. If you have a need, please let me know. If an item you need becomes available, I will let you know.

We also want to help all international students by offering friendship, activities, and transportation. If it is okay with you, I'll be sending you future emails so you and all international students may participate.

Sincerely,

Jeff Newpher

International Students, Inc., Houston

***Email sent to Volunteers***

Emily,

It was great to see you at the Garage Giveaway on Saturday. Thanks for serving God by showing His love to the students.

Attached are some pictures of you/students from that day. There are more at [www.isiHouston.info](http://www.isiHouston.info) by clicking on the Garage Giveaway link in the upper left corner.

Thank you, again, for helping us reach the nations!

Blessings to you,  
Jeff