Stuff the Bus Host Guidelines

Stuff the Bus is an easy way to get your colleagues, friends and family together to make a difference.

Here are the steps:

Reach out to the United Way of the National Capital Area (UWNCA). Contact Torrance Hucks, Volunteer Manager, at 202-488-2054 or 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 UWNCA 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, UWNCA will work closely with the designated leads to make sure everyone is on the same page with regard to collection dates and to schedule a common pick up date.

Customize Stuff the Bus flyer with your collection date and drop-off location(s) in your building. Visit our website and click on the customizable form under “Host a Mini Drive”.

Get the word out. Post your customized flyer around your office, 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 box and begin collecting supplies. Have fun and create your own collection boxes from around the office. Decorate or paint it like a school bus or wrap the boxes in wrapping paper and glue on the Stuff the Bus logo found on our website.

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.

Logging donations is important so we can accurately report totals at the end of the drive. If you need a tax-exempt donation letter, please contact Torrance Hucks.

Share the fun you have during your drive by taking pictures of your collection boxes and your donors and posting them to social media using #StuffTheBus or emailing them out to the rest of the employees to celebrate their participation. Always send them 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 too!

Deliver all collected supplies to the designated drop-off location(s) on the appropriate date or to one of the UWNCA offices in Washington, DC or Vienna, VA.