**Receiving the Materials**

Not all, or maybe none, of the businesses or organizations are going to drop off the materials at the school so it is up to you to figure out the most effective plan of gathering. Make sure you include in your initial survey how and how often the materials are being donated from the donors. Set up a contact with each business or organization and make sure that contact supplies accurate and consistent communication so the pick-up is able to go as smoothly as possible.