

How to Run an Online Supply Drive

United Way of Frederick County's 2020 Stuff the Bus

This year, we're using Roonga, an online supply drive platform, to purchase and deliver all school supplies. Set up a "team" for your company or organization at www.roonga.com/stuffthebusfc and follow the steps below.

- 1. Click "Launch new drive" under "Team Drives" on the main drive page.**
- 2. Register or login.** If you are new to Roonga, click "Register" and complete the team registration form. If you have run a team drive on Roonga, click "Login" and enter your login information. If you have purchased items from a drive on Roonga but have never run a team drive, click the "Upgrade" button.
- 3. Click the "Launch new drive" button again.**
- 4. Tell us about your team.** The team drive setup has three sections: team information, drive information and drive targets. For the first section, tell us about your team and who you are. Click "Update" to save your changes.
- 5. Describe your drive.** Give it a name and describe your goals.
- 6. Set your goals.** Choose from three options: 1) The dollar value goal allows you to select a total amount that your entire team contributes. 2) The number of items goal allows you to determine a target number of items purchased by your entire group. 3) If your team has specific items (ex: pencils) that you want to target, choose the "Select specific items and quantities" option. We encourage you to determine the number of complete supplies you'd like your team to contribute and make that number your goal.
- 7. Launch your drive!** Once you click "Launch," your drive is live and you can share the link with your team members. Simply email the link and/or share on social media.

Spread the word! Share your Roonga link and use our customizable email templates to get your colleagues in on the fun. Don't forget to post on social media using your Roonga link or our social media graphic to let others know about the good your workplace or group is doing.



**Get more information about
Stuff the Bus by emailing
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