

## Tennis for Tonga: Club Donation Box Setup Guide

### 1. Choose a High-Traffic Location

Place the box near the club entrance, reception. Ensure it is visible and accessible to all members.

### 2. Use a Sturdy Container

A large plastic bin, cardboard box, or laundry basket works well. Make sure it is clean and can hold a variety of items such as rackets, shoes, clothing, and more.

### 3. Add Clear Signage

Attach the Tennis for Tonga Donation Box Sign to the front and top of the box. Include a smaller sign with a list of accepted items:

- Rackets
- Tennis balls
- Shoes
- Clothing
- Nets

### 4. Keep It Tidy

Check the box weekly to keep it organized. Remove damaged or unsuitable items if needed.

### 5. Promote the Box

Mention it in club newsletters and social media. Encourage members to bring items during club events or match days.

### 6. Provide Contact Info

Include a small laminated card or flyer with contact details for questions or larger donations.

### 7. Set a Deadline

Clearly state the final collection date (e.g., Donations close 10th December). Consider a countdown sign to build urgency.

