Permissions:

1. RWA's/concerned authorities to collaborate with Goonj to collect the necessary material (list of material to be provided by Goonj)
2. Sharing Camps/ drives will be conducted only after the written permission/ mail from RWA/ concerned authority agreeing to the guidelines as provided by Goonj team.
3. Confirmation of the camp will be given by Goonj on mail after a digital undertaking from volunteer/ RWA.

Space

For sharing drive, which is for more than a day

1. Before conducting a drive the volunteer/ contact person has to designate a space to keep the materials collected within the society after clear permission from the authorities
2. Kindly allocate a covered and safe place to keep the material to ensure material security.
3. The volunteer/POC can designate a place to display the posters and the relevant info from Goonj in the designated space.

For conducting a sharing camp (for a day or few hours)

1. You can conduct the camp in your society for a day or few hours and inform the respective office representatives before sending the material to the nearest Goonj office . For details on our offices refer https://goonj.org/our-offices/

Material guidelines:

1. Only properly packed, segregated clean and washed materials will be accepted; no loose, soiled & dirty materials will be accepted. Torn but washed clothes are also accepted for making sanitary pads, masks and other utility material. Footwear should be tied together in pairs. Check expiry date for medicines and food items. In case of dry ration only packaged material would be accepted
2. Material to be dropped at the identified spot at the society as designated by RWA or the concerned authority.
3. It is the responsibility of the RWA, volunteers, or the designated authority to ensure that materials are collected strictly on the specified dates. After the collection period concludes, it is important to refrain from accepting any further materials until the next scheduled collection date."

Logistics

1. In case of sharing drives once the material is collected for the specific period the POC will send the material to Goonj office (not dropping centre)with prior information (at least 1 day prior notice). Goonj too can provide the vehicle with prior information and conversation.
2. **In the cities where Goonj has its offices**.
    - Goonj will be able to provide the vehicle on the basis of no entry regulation
    - In case the vehicle is full and material is left behind then pick up will be arranged at the earliest possible.
    - Two support staff will be there to pick up the material from the designated spot.
    - No support staff will be allowed to visit individual homes to pick up stuff.
3. **In the cities where Goonj does not have its offices**
    - inform the respective office representatives before sending the material to the nearest Goonj office . For details on our offices refer https://goonj.org/our-offices/

For publicity

1. Leaflets / Posters in digital copies will be provided for distribution in the society. In case the hard copies are required, kindly inform us in advance
2. A text along with the current campaign leaflet with all the camp details will be provided by Goonj through mail for circulation through digital means

3. Banners, donation box, Green By Goonj products, visitors books etc will be provided while conducting the camp/ drive.
4. **Mass Media:** Kindly get prior permission from Goonj to do this. Communication material like press releases, society notices would need our approval before it goes public.