

Editable Poster Instructions:

To assist you in your efforts, the Wellspring Family Services website donation drive page includes editable posters that we encourage you to personalize and use in lunch rooms, hallways, or on community bulletin boards. Below are instructions for using the PDF documents.

1. The editable PDF documents can be found on our website at www.wellspringfs.org. Navigate to Get Involved & click on Organize a Donation Drive in second paragraph.

Posters are available in these editable versions:

- General Drive Poster Letter Size
- General Drive Poster 11 X 17
- Holiday Drive Poster Letter Size
- Holiday Drive Poster 11 X 17
- Back to School Poster Letter Size
- Back to School Poster 11 X 17

They are color documents and can be printed in color or black and white.

Note that editable posters are also available for Coin Drives.

2. Before you begin personalizing/editing the document, please note the following important information.
 - If you have Adobe Acrobat, you can open the document and save as a new document, make your edits, save the new poster and then print it when you are ready.
 - If you have Acrobat Reader, which is the free version, you do not have a save function, so you will not be able to save your edits and print later. You will need to make your edits and print all the copies you need or print a master copy that can be photocopied later.
3. Once you have opened the poster in the size you want, you will be able to fill in your group's name, the dates of your drive, the drop off locations, and contact information. You have access to the desired item list on the left side and may modify this area to focus your poster to highlight the specific items you'll be collecting. The shaded bloc gives you a further opportunity to customize the poster and share with your group why you are holding the drive and exactly who will benefit. This is also a great spot to mention prizes and company matching information if appropriate.



Remember, if you only have Acrobat Reader, to print your Posters when you are finished editing. If you have the full Acrobat program, hit save and print now or later. Done!

Here is some sample verbiage for the shaded bloc:

People fall into homelessness when there is no one there to catch them. And in King County, this happens all too often and increasingly to families with children. For 117 years, Wellspring Family Services has been committed to helping at-risk families in our area become strong, healthy, and self-sufficient. Let's all do our part to help local families in crisis by donating essentials to meet their most basic needs, so they can begin to transform their lives and the community we all share. Thank you in advance for your support and don't forget to let the Drive Coordinator know of your donation, so that you will be entered in the daily prize drawing. Thanks!