

Mutual Aid Drop Spot Playbook

A Tangency Action Kit

Snapshot

- ****Focus:**** Mutual Aid
- ****Format:**** Playbook
- ****Time:**** 2–3 hours setup
- ****Ideal team:**** 4–8 hosts
- ****Great for:**** Weekends, holiday drives, office giving days, block parties
- ****Deliverable:**** Organized intake, sorting, and community shopping zones
- ****Materials:**** Folding tables, signage, bins, label tape, QR feedback form

Prep checklist

1. Secure a location with shade or indoor access, restrooms, and transit.
2. Obtain property or city approval if needed.
3. Create signage for “Intake,” “Sorting,” and “Free Store.”
4. Set up a QR survey or clipboard to capture requests and feedback.

Operating guide

1. ****Intake.**** Greeters welcome donors, record items, and note dates for food.
2. ****Sorting.**** Volunteers inspect, wipe, and categorize (pantry, hygiene, baby, PPE, etc.).
3. ****Community shopping.**** Display items neatly, offer tote bags, and let neighbors choose what they need. Set limits only if inventory is low.
4. ****Wrap-up.**** Document leftovers, redistribute perishables, and share priority requests on social or newsletters.

Care tips

- Post mutual aid values (solidarity not charity, no questions asked).
- Provide stipends or gift cards for directly impacted volunteers.
- Partner with local businesses for recurring donations of high-need items.

Tools & templates

- Zone map + signage pack
- Inventory and request tracker
- Volunteer shift script & safety checklist