

# # 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