

# What items do you need for the students and families you support?



Through our website, [givit.org.au](http://givit.org.au), GIVIT matches quality donated goods with schools and eligible services around Australia. From school shoes to a comfortable bed, stationary or a fridge, GIVIT is here to help you source essentials for the people you support.

## Step 1

Visit the GIVIT Schools website [givit.org.au/schools](http://givit.org.au/schools) and click 'Need Help'

## Step 2

**Follow the link and apply to register with GIVIT**

Have your school's ABN and the details of two professional referees ready. Read and agree to GIVIT's terms of participation before proceeding.

## Step 3

**Wait for your welcome email and GIVIT user guide**

GIVIT needs to complete referee checked before approving your registration.

## Step 4

**Log into your GIVIT portal and search the virtual warehouse for items needed**

Simply reserve what you require, bearing in mind the donor's location and required delivery method.

## Step 5

**List requests for other items needed**

Include information to motivate community-minded people in your local area to donate.

## Step 6

**Contact donors to make arrangements as soon as you receive a donation notification in your inbox**

## Step 7

**Update your GIVIT portal to reflect the status of a donation**

If a donation isn't going ahead, the sooner you update your GIVIT portal, the sooner you can secure another suitable donation in its place.



Please contact [schools@givit.org.au](mailto:schools@givit.org.au)  
for any further information