

School Tools Supply Drive!

Supplying kids with the “write” stuff!

FUN & EASY TO HOST!

Thanks for your interest in hosting a School Tools Supply Drive! Just follow these three easy steps:

1. Register

- Simply fill out the Host Registration Sheet and email, fax or mail it to our volunteer coordinator.
- Choose the length of time and the dates during which you will host the supply drive (we recommend 2-4 weeks). Not sure? Call us!
- Determine if you will host a full “Basic 10” supply drive or if you will focus on a specific supply (see the Basic 10 list on flyer and signage).
- Decide if you will use your own collection containers or if you would prefer to use School Tools collection bins.
- Set a date and location for your Tally Party. This is the time when you get to count and celebrate all the supplies your drive has collected.

2. Promote

The one key element for making your Supply Drive a smashing success is to spread the word! Here are some helpful hints to help promote your drive.

Before the Drive:

- Post Supply Drive signs* and table tents in high traffic areas.
- Send out an e-mail or memo* announcing the kickoff date.

- Announce the drive in your newsletter or at your staff meeting.

During the Drive:

- Place the provided signs* near your collection containers.
- Display School Tools flyers so everyone will know the importance of a Supply Drive.
- Remember, a little competition goes a long way. You might want to create “teams” and award prizes to those who collect the most.
- Create fun themes, such as “Casual Crayon Fridays” to encourage and reward donations.
- Keep participants informed, track progress and celebrate successes.
- Announce through an e-mail or memo when the drive is nearing its end (about one week prior) and post Tally Party signs* to remind everyone about the date and time of the Tally Party!

3. Tally

Once you have finished collecting, it’s time to tally! Hosting a Tally Party is a great way to bring your Supply Drive to a close. You’ll be amazed at what you collected!

After the Drive:

- Decide to host a Tally Party at your office or at the School Tools Teacher Resource Center. We’d be happy to have you, just call to schedule.

- Invite everyone who participated.
- Host the Party! Tallying is easy and fun!
- Just count your supplies and record them on the Tally Sheet.*
- Take photos for your newsletter!
- If you host your party at your office, you’ll want to deliver your supplies and Tally Sheet, or schedule to have them picked up.
- Upon receipt of your supplies and Tally Sheet, School Tools will provide you with a recap of your Supply Drive’s value along with a certificate of appreciation for your participation.

Questions? Contact

(909) 980-2857 ext 216 or supplydrive@ieuw.org

*Visit www.ieuwkidsmart.org for materials:

- Host Registration Form
- “I Donated!” Stickers (5160 Labels)
- Supply Drive Flyer
- Supply Drive Signage
- Sample E-mail/Memo Announcement
- Table Tent
- Tally Party Sign
- Tally Sheet