



## Tips for Hosting a Supply Drive

At Freedom School Partners, our mission is to promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning. To do this, we look not only at supplies needed in the classroom, but at supplies needed to ensure success at home – and this is most often accomplished through the collection of supplies by generous groups such as yours!

Hosting a Supply Drive also provides team building and leadership opportunities within your organization, increases your corporate social responsibility footprint, and provides a fun way to engage your local community!

### Hosting a Supply Drive is easy! Here's how:

#### 1. Assemble the basics

We've included a handy worksheet to help you plan your Supply Drive. Whether one person or a committee is in charge of the supply drive, this worksheet will help you determine the "Who, What, When, Where, and How" of your efforts.

#### 2. Set a goal

Your goal can be as simple as collecting any needed supplies for a week, or a more complex goal of having your staff and patrons engage their personal and professional networks to collect specific supplies. Be sure to ask our staff what our most needed supplies are, as we do sometimes have greater needs in one area over another. Generally speaking, choose a goal that is meaningful to your organization and attainable.

#### 3. Begin with a Bang!

Kick off your Supply Drive with a fun event! For instance:

- Provide coffee and donuts for your customers one morning and use the time to interact with them in a friendly way while you promote literacy issues.
- Create a team-building event where different groups within your company decorate their own collection bin! The group with the best bin wins the Spirit Award!
- Publicize the event, letting your staff and patrons know that you're excited about the Supply Drive and rally their support.

#### 4. Enjoy the outcome



## Planning a Supply Drive

*Use the questions below to begin planning your supply drive!*

**Who is leading the supply drive?** *Many organizations develop a committee to oversee the Supply Drive, though this can be an individual or group effort.*

**Who will participate?** *Your entire organization, customers, the public, etc.*

**When will the supply drive start and finish?** *There is no set length of time, though many organizations find two to three weeks is usually an ideal length of time. Also, consider holidays, celebration weeks, or important dates to your organization – these can be part of your “kick off” celebration!*

**Where will the supplies be collected?** *Will the books be collected in a bin, on an empty bookshelf, or simply given to one particular person? Be creative! Is the location in a highly visible area?*

**If the collection bin is full:**

- Who is responsible for emptying it?
- Where will the supplies be stored?

**How will people be encouraged to donate?** *Through themes, incentives, publicity? Do you need flyers or graphics from Freedom School Partners?*

**How will we make this Supply Drive a celebration of literacy?** *Are we hosting a kick-off event, helping educate others about literacy issues, etc?*

**How will we track success?** *Are we keeping track of the number of books collected? Remember that these books do have to eventually be moved, so it’s helpful to know how many books you’ve collected to arrange transportation and storage.*

**Freedom School Partners is happy to help plan your supply drive! If you have questions or need particular supplies, please e-mail [volunteers@freedomschoolpartners.org](mailto:volunteers@freedomschoolpartners.org).**

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## Needed Supplies

The following list contains all the items needed to supply one classroom this summer! Select a specific category or open the supply drive to any of these items.

Item	Qty Needed	Suggestions/Notes
Composition Books	11	
Dry erase board erasers	1	
Dry erase board markers	2	
Glue sticks	11	
Index cards	1	3x5"
Looseleaf notebook paper	1	
Pencils	24	#2 lead
Sticky notes	4	
Rulers	3	
Permanent Markers	2	Black
Stapler	1	
Masking Tape	1	
Transparent Tape	2	
Painter's Tape	1	

### Arts & Craft Supplies

Colored Pencils	11	Set of 12
Construction Paper	1	50 sheets or more
Crayons	11	Any set size
Markers	11	Set of 10
Play-doh	1	4 pack
Poster Boards	4	White
School Glue (bottles)	3	4 oz. or more

### Cleaning/Hygiene Supplies

Disinfecting Wipes	1	Any Size
Hand Sanitizer	1	12 oz bottle with pump
Tissues	1	
Baby Wipes	1	Any size
Dixie Cups	1	Small cups
Paper Towels	1	