



# **SCHOOL SUPPLY DRIVE**

## **Organizing a Supply Drive**

To help you get started with a successful School Supply Drive to benefit the Supply Zone for Teachers, we have put together some suggestions and materials to conduct a supply drive. Please contact the Supply Zone for Teachers at 321-617-7727 or 321-633-3660, ext. 301.

### **Step 1 – Recruit a committee of volunteers to assist you with the drive**

You may want to consider recruiting for the following roles:

Supply Drive Coordinator – to coordinate locations, goals and communication

Marketing Coordinator – to promote drive and distribute marketing materials

Supply Coordinator – to sort and count supplies

Logistics Coordinator – to deliver supplies or arrange for pick up

Financial Coordinator – to accept and track monetary donations

### **Step 2 – Determine when and where to hold the drive**

Make it easy to get to! Collection bins should be placed in a well-marked, secure, highly visible area such as a lobby, break room or any other place employees regularly pass by or congregate.

The space should be large enough to accommodate the number of supplies you expect to gather during the drive or have a storage location in mind.

### **Step 3 – Determine what type of supplies will be collected**

Below are our top 10 most requested items, you can choose to collect all of these items, or focus on a few items:

1. #2 Pencils
2. Glue (Sticks and liquid)
3. Post-It Notes
4. Scissors
5. Crayons
6. Markers
7. Colored Pencils
8. Copy Paper
9. Erasers (pencil cap and block)
10. Wide rule composition books, filler paper, notebooks

### **Step 4 – Determine the dates of your supply drive**

A successful drive should be completed within 2 weeks. Donors need time to obtain the information, go shopping for the supplies and to get the supplies to the drop site.

### **Step 5 – Determine your organization’s goal for the drive**

Remember to be optimistic but realistic based on your organization’s size and audience. Having a goal will help you develop a plan as well as allow you to motivate with daily or weekly progress reports and reminders.

If possible, break your goal down into smaller goals for departments, areas, floors, etc. Ask for regular reports from your areas and send out emails announcing progress and challenges.

### **Step 6 – Promote your supply drive**

Begin with a kick-off meeting or event to explain the drive and encourage participation.

Market your event by putting up flyers and posters and sending e-mail blasts. Consider adding something to your email signature block for the duration of the drive to remind co-workers with each correspondence.

Create some excitement and competition by holding challenges within the organization or with your competitors.

Create themes based on a particular supply or day of the week or have a dress down day if a particular supply is donated.

Send frequent updates of your progress toward the goal; mention how much is still needed. A Supply Drive Meter in the lobby or break room will be a good reminder to employees as they come and go.

Sell a Dress Down Day, all employees donating supplies on a certain day are allowed to wear jeans.

Push the Last Day – try to make an event of the last day, create some excitement and offer rewards for those that get involved.

\*Remember, cash donations are also accepted by those employees who do not wish to shop for supplies.

### **Step 7 – Deliver Supplies/Donations to the Supply Zone for Teachers**

Once the supply drive is over, supplies should be packed into manageable containers and delivered to the Supply Zone for Teachers. Please contact the Supply Zone directly prior to the drop off.

### **Step 8 – Thank those who participated**

The Supply Zone for Teachers will provide your organization with an approximate value of the items donated; think of a creative way to thank those individuals that participated in the drive.

\*If someone chooses to make a financial contribution to your drive, checks can be made payable to Brevard Schools Foundation. **All funds received are doubled by a Matching Funds Grant.** Monetary donations will be used to purchase supplies through our partners for a fraction of the retail costs.

## Other Ways to Support the Supply Zone for Teachers

### Volunteer

The Supply Zone for Teachers relies on volunteers. Volunteers can assist by sorting donated materials, stocking the store shelves, assisting teachers while they shop in the store, serving on a committee or visiting prospective donor businesses. Volunteers are essential to the success of our organization.

### Contribute Financially

**All financial donations are doubled by a Matching Funds Grant.** All funds donated to the Supply Zone for Teachers will be used to purchase supplies to be used in Brevard County teacher's classrooms. Through our relationships with retailers, **we are able to purchase supplies for a fraction of the retail price.**

### Be an Ambassador

The Supply Zone for Teachers is always looking for ambassadors to help share our mission. You can choose to share with your neighbors, your business, faith or civic organizations, anyone you know!

## Supply Zone for Teachers Location and Contact Information

The Supply Zone for Teachers is located at the

Clearlake Education Center  
1225 Clearlake Road, Cocoa, FL 32926

*For more information on Supply Drives and the Supply Zone, contact the program director*

Elizabeth Schreiber

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By email: [Schreiber.Elizabeth@BrevardSchools.org](mailto:Schreiber.Elizabeth@BrevardSchools.org)