

## Ten Steps for a Book Drive

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1. Choose a person at school to be the coordinator – be sure to include the principal in any planning.
2. Think of a team that manage the drive. For example, one teacher could collect boxes for collecting and storing the books, a PTA parent could be in charge of announcements in the newsletter, a Scout Troop could volunteer to do the sorting. You will also need drivers to deliver the books. Books are heavy. Pick-up trucks or heavy duty vehicles are a help, but not necessary.
3. Secure a place to temporarily store and sort the books.
4. Set a date for the drive. Check with all involved to be sure it works. The most successful drives run for two weeks. You will need to start planning about **two months** before.
5. Announce your drive in the school newsletter, in the morning bulletin, in the local paper – where ever you can. Do this **twice**. Be sure to emphasize that you are collecting new and gently used books. Books that are outgrown, not worn out. No one wants to receive junk.
6. About two weeks before the drive, start collecting medium sized sturdy boxes – copy paper boxes are great. They are available and a manageable size. One for each homeroom, class room, hall way – where ever you have decided to collect books.
7. As the books come in, your sorting team goes to work. Get rid of any badly damaged books, those that are inappropriate for your receiving group, and anything that is plain offensive. Adult books can be donated to local senior centers or veterans' homes.
  - a. It is nice to sort books by age level for your receiving group. Kids can box the picture books together, all the Wimpy Kids together etc. This make distribution easier and more effective on the other end.
  - b. Children are good book sorters but be sure you have an adult to supervise. A workable ratio is one adult to four to five student sorters.
8. Arrange a day to deliver books that works for both donor and receiving groups. Be sure you have drivers and people to load the books. They are heavy. You need a small truck and a van for about 1,000 books.
9. Deliver the books. Take some pictures for your school websiter. Invite the press if that's appropriate.
10. Send thank yous to all involved. Let your school community know how they did. Enjoy.

*Every group has its own process for these drives. Here is a sample timeline*

## **Timeline for a Book Drive**

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1. (February) Contact receiving school to be sure they are expecting the books and are in agreement with your plans. Set a dates to begin and end the drive, to sort books, and to deliver them. You need about a three week window to collect, sort, and deliver the books.
2. (February/March) Put announcements in the school newsletter, local paper etc. for the two issues before the drive.
3. (Early April) Run the book drive and deliver the books.

## **What is the Time Commitment?**

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Once you have your book drive team, planning takes about three to four hours of coordination.

Collection is ongoing. Sorting and delivering the books will take about 20 to 30 man/woman hours but goes quickly if you have a group of helpers.