

START A SCHOOL SUPPLY DRIVE PROJECT

Procedure for School Supply Drive

1. Decide which schools will participate. (Elementary-high school, private or public)
2. Contact school and Administration Office to get approval for program
3. Contact school after approval and set a date for drive to start and stop.
4. Set goals for how much to collect. Be challenging yet realistic.
5. Announce program to students and teachers. Send a letter home explaining collection program and incentives to participate like ice cream party for the top class. Be enthusiastic. Include school community i.e. students, families, teachers, business suppliers, neighbors, PTO/PTA.
6. Make posters and advertise program. Decorate collection boxes and place them by posters as well as classrooms, cafeteria, hallways, main office. Etc.
7. Send reminder letters home giving progress report on program and remind about the date program ends.
8. Have contests between classes i.e. 1st grade vs. 2nd grade or individual classrooms against each other. See who can get the most donated and reward with ice cream party or pizza party, etc.
9. Ask for help from PTO/PTA to organize donations and help with collections, publicity etc.
10. Hold an award assembly at the end of collection program to recognize winners, helpers, and all that participated. Hand out certificates to those who helped. Publicize this through newspaper and or T.V. stations i.e. press release.

Shopping List of African Children

- Notebook Binders
- Line Paper
- Construction Paper
- Pens
- Pencils
- Colored Pencils
- Rulers
- Scissors
- Protractors
- Compasses
- Erasers
- Pencil Sharpeners
- Balls and Sporting Equipment
- World Globes
- Other Enrichment Materials.