

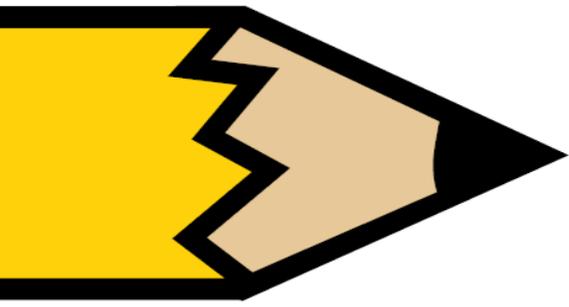
Classroom Central



9 School Tools Student Ambassador Toolkit

Tips and tricks for organizing a summer volunteer project!





About 9 School Tools

Thank you for joining Classroom Central, Communities In Schools and WSOC-TV Channel 9 as we partner together for the annual 9 School Tools Campaign. By supporting this campaign, you will help over 127,000 students in our region for the upcoming school year.

More than 200 individuals, organizations and businesses come together to host school supply drives in partnership with Classroom Central and 9 School Tools to show how our community's support has the power to change thousands of lives.

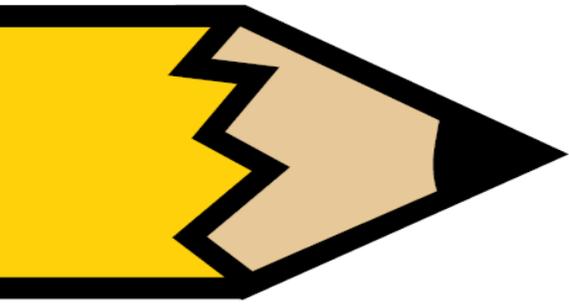
Campaign Dates: July – August 30, 2018

The Need: 1.8 million school supplies

In order to ensure every area student is ready for school, we need the following top 9 school supplies:



Have questions or need help? Contact Aubrye Carr at aubrye@classroomcentral.org or (704) 377-1740 ext. 414



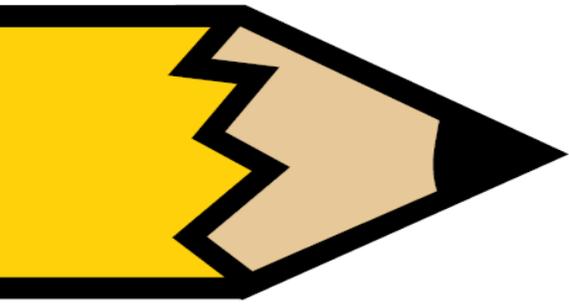
Ways to Participate

There are 3 easy ways you can help make sure other students have the supplies they need when they return to school in August:

- 1. Host a School Supply Drive** pg. 3-4
- 2. Host a Book Drive** pg. 5-6
- 3. Host a Fundraiser** pg. 7-8

You can select from any or all of these options!

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Host a School Supply Drive

Organizing Tips 1-4

1. Recruit Friends to Help

Friends can share the workload by helping with:

- Making and distributing flyers or posters
- Posting on social media
- Count and sort the supplies at the end of your drive
- Pack the supplies in boxes for when you deliver

2. Choose Your Drive Dates

- Tell people when you'll be collecting supplies and for how long. Pick dates in July – August to take advantage of the best back-to-school sales. We recommend your drive last no more than two (2) weeks.

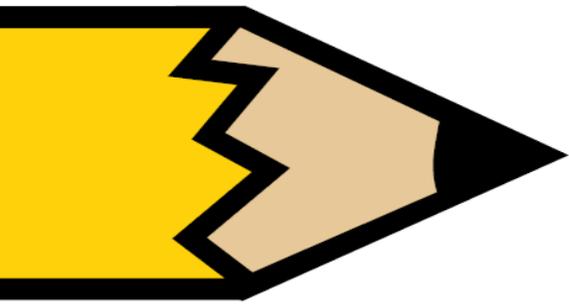
3. Decide What You Want to Collect

- Check out the list of top 9 school supplies on pg. 1 and decide what you want to collect. You may want to focus on one particular supply or a group of supplies (coloring items, paper products, etc.) rather than all nine.
- Put this information on your flyer and collection box so everyone knows what you're collecting!

4. Set a Goal

- Set a goal for yourself as to how many supplies you want to collect – and tell people about it! Setting a goal will help when promoting your drive and will give you something to work towards.

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Host a School Supply Drive

Organizing Tips 5-7

5. Spread the Word & Build Excitement

- Spread the word through posters, flyers, social media and e-mail blasts.
 - Create a poster telling people what you are collecting, where they can drop off donations, your goal and why you wanted to help other kids by hosting a drive.
 - Post updates as to where you are on your goal. Only need to collect 25 more items? Tell people!
- Tell your friends and their parents to “buy one, give one.”
 - While they are out shopping for their own back-to-school supplies, buy an extra set to support a student who doesn’t have supplies.
- Make your drop-off box/barrel noticeable! Put a colorful box/barrel with information about your drive in a place where people can see it and easily drop off their donations.

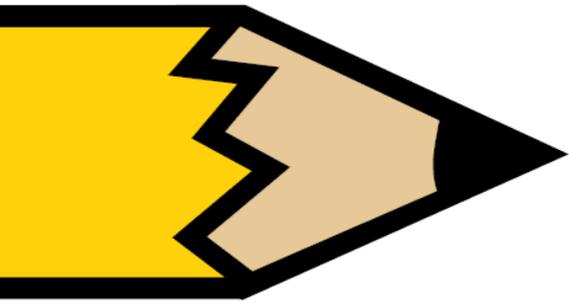
6. Count Items & Deliver to Classroom Central

- Classroom Central’s donation hours are Monday & Tuesday, 8am - 12pm and Wednesday & Thursday 8am-5pm. Please contact Aubrye and tell her when you’ll be delivering.
- Pack your supplies in boxes or sturdy bags for easy delivery.
- Count your supplies. Counting the supplies is really helpful and is a great way to see what you’ve collected! Use our Sorting Sheet to help you and bring it with you when you drop off the supplies.

7. Say Thank You

- When your drive is done, think of a way to thank everyone to donated items to your drive. For example: Write thank you cards to everyone who donated – and make the cards yourself!
- Don’t forget to tell them how many supplies you collected and if you hit your goal!

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Host a Book Drive

Organizing Tips 1-3

1. Recruit Friends to Help

Friends can share the workload by helping with:

- Making and distributing flyers or posters
- Posting on social media
- Pack the books in boxes for when you deliver

2. Choose Your Drive Dates

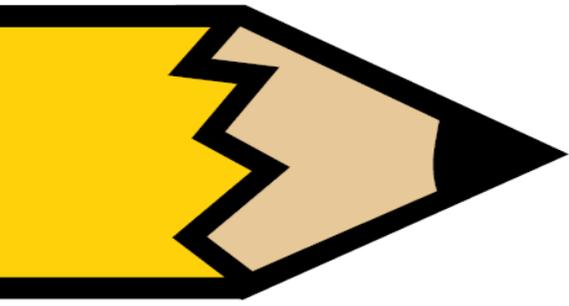
- Tell people when you'll be collecting books and for how long.
- We recommend your drive last no more than two (2) weeks.

3. Set a Goal

- Set a goal for yourself as to how many books you want to collect – and tell people about it!
Setting a goal will help when promoting your drive and will give you something to work towards.

Classroom Central accepts new & gently used books for all age levels
We serve students and teachers Pre-K through 12th Grade.

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Host a Book Drive

Organizing Tips 4-6

4. Spread the Word & Build Excitement

- Spread the word through posters, flyers, social media and e-mail blasts.
 - Create a poster telling people what you are collecting, where they can drop off donations, your goal and why you wanted to help other kids by hosting a book drive.
 - Post updates as to where you are on your goal. Only need to collect 25 more books? Tell people!
- Tell your friends and their parents to clean off their bookshelves!
- Make your drop-off box/barrel noticeable! Put a colorful box/barrel with information about your drive in a place where people can see it and easily drop off their donations.

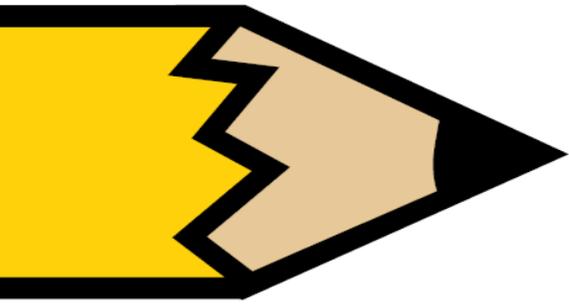
5. Deliver Books to Classroom Central

- Classroom Central's donation hours are Monday & Tuesday, 8am - 12pm and Wednesday & Thursday 8am-5pm. Please contact Aubrye and tell her when you'll be delivering.
- Pack your books in boxes for easy delivery.

6. Say Thank You

- When your drive is done, think of a way to thank everyone to donated books to your drive. For example: Write thank you cards to everyone who donated – and make the cards yourself!
- Don't forget to tell them how many books you collected and if you hit your goal!

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Host a Fundraiser

Organizing Tips 1-3

1. Recruit Someone to Help

There are many different ways to host a fundraiser, and you might need help getting things started.

- Create a GoFundMe or Facebook fundraiser online
 - Ask a parent if you can do this before setting anything up. If you have any questions, feel free to call or email Aubrye: (704) 377-1740 ext.414 or aubrye@classroomcentral.org.
- Maybe you want to host a bake sale at your church or synagogue, or a carwash in you neighborhood. Your parents and friends can help:
 - Promote your event– Make and pass out flyers or posters.
 - Help bake cookies or wash cars!
 - Count your donations.

2. Choose Your Date(s) & Decide What You Want to Do

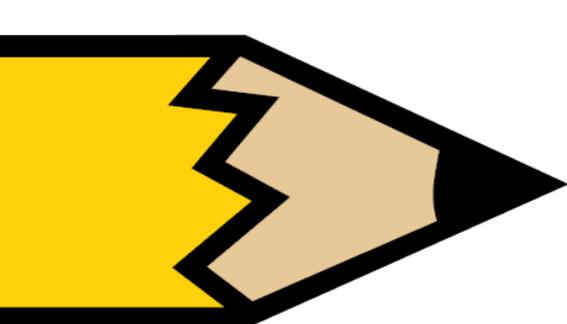
- A successful fundraiser online usually lasts about two-three weeks. People need time to receive the information about your fundraiser, make a donation and keep up-to-date with your goal.
- A successful bake sale, car wash or other fundraiser will take time to plan.
 - You'll need to get your fundraiser approved and you'll need to tell people about it. Create colorful signs with your fundraiser name and information!

3. Set a Goal

Set a goal for yourself as to how much you want to raise for Classroom Central – and tell people about it!

- Setting a goal will help you when promoting your fundraiser. You can also tell people why you chose this goal.
 - For example: You want to raise \$1,000 so 5 kids will have school supplies for an entire year.
- If you hit your goal, ask a parent if you can do something fun once your fundraiser is over!

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Host a Fundraiser

Organizing Tips 4-6

4. Spread the Word & Build Excitement

- Spread the word through posters, flyers, social media and e-mail blasts.
 - Create a poster and flyers telling people about your fundraiser: the location, your goal and why you wanted to help other kids in your community.
 - Share updates as to where you are on your goal. Only need to raise \$100 more? Tell people!

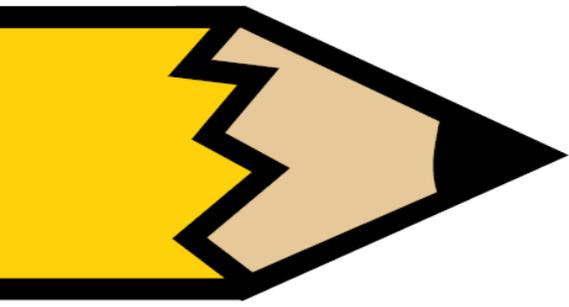
5. Deliver Donations to Classroom Central

- If you did not host a fundraiser online, you'll need to count your donations and deliver them to Classroom Central.
 - Classroom Central's extended donation hours are Monday & Tuesday, 8am - 12pm and Wednesday & Thursday 8am-5pm. Please contact Aubrye and tell her when you'll be delivering.
- You can also mail your donations to: 2116 Wilkinson Blvd., Charlotte, NC 28208. If you choose to send them by mail, please include your name and what you did to help raise money!

6. Say Thank You

- When your fundraiser is done, think of a way to thank everyone who donated to help.
For example: Write thank you cards to everyone who donated – and make the cards yourself!
- Don't forget to tell them how much you collected and if you hit your goal!

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More Resources!

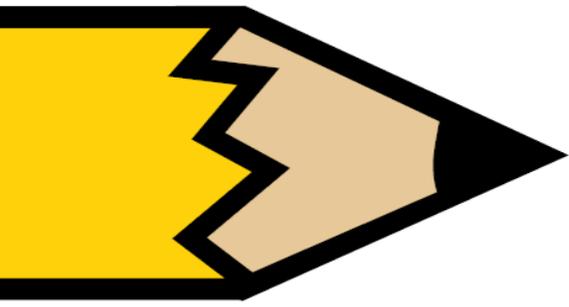
Work smarter, not harder! We have several items for you to use when telling people about your supply drive and involvement in the 9 School Tools Campaign!

Choose From:

- The Need Flyer: Includes the top 9 most needed supplies
- Sorting Sheet: To help you when counting your supplies
- Classroom Central Flyer: An overview of Classroom Central and what we do
- Classroom Central Video: To share with others about the impact
- Local School Supply Sales: Weekly updates of sales at major retailers

All of these and more can be found on the [9 School Tools page](#) of our website!

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Directions to Classroom Central

Once your drive is complete, please schedule your delivery with Aubrye Carr (aubrye@classroomcentral.org or (704) 377-1740 ext.414) during our extended donation hours:

Monday & Tuesday

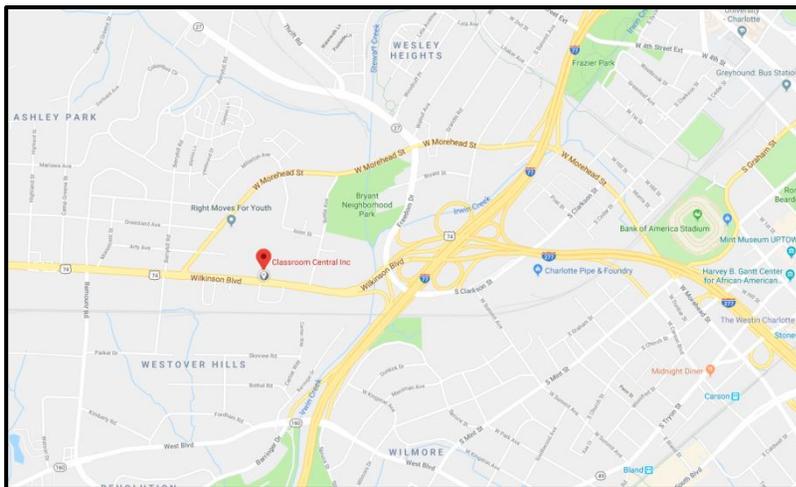
8:00am-12:00pm

Wednesday & Thursday

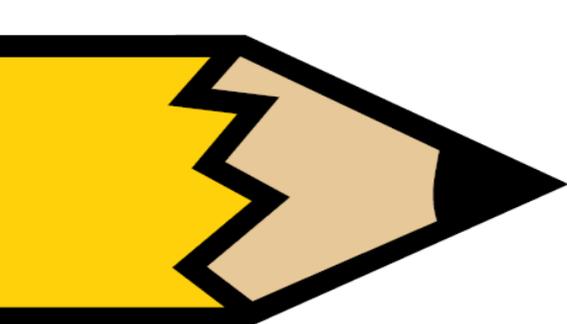
8:00am-5:00pm

Classroom Central is located at 2116 Wilkinson Blvd.

When you arrive, please drive around to the back of the building and we will help you unload your school supplies at our loading dock.



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Hear It From a Fellow Student

Learn from a fellow student who has been hosting school supply drives for the past 12 years! This is what he has to say to other students who want to get involved and host their own drive:

Hi, My name is CJ and I have been hosting a school supply drive for eleven years. It all started in Kindergarten when I went to buy school supplies and I wondered about those students that couldn't afford their own. So, I asked for school supplies for my birthday in lieu of gifts. I will be sixteen in August. Over the eleven years, I have collected over 10,000 supplies! It is relatively easy, but to really enjoy it and do it year after year, you have to *want* to do it. The reason I enjoy organizing the drive is the feeling I get knowing that I have helped someone. Knowing that I have made a difference. I know that if I need something for a project or assignment, I have it at my fingertips from my parents and knowing that some students and teachers don't have that privilege is what drives me to continue the supply drive every year. I hope that you will be able to help Classroom Central and organize your own supply drive over the summer. Here are a few tips:

1. Start small. You don't have to get the entire town to donate to your drive, just start with a few close friends or maybe a neighborhood wide drive.
2. Be organized. Send out cute flyers, have your parents make announcements on social media, or post a sign at your community pool. Keeping everything in order reduces headaches and makes the drive all the more enjoyable.

Good Luck!
CJ Ciuca

