



# School Supply Drive Tips

Our favorite quick tips for hosting a successful supply drive!

## 1. Recruit a Small Committee

Committees maximize creativity, broaden reach, and help spread the workload.

## 2. Choose Your Drive Dates

Pick dates between July – August to take advantage of the best back-to-school sales. We recommend your supply drive last no more than two (2) weeks.

## 3. Decide What You Want to Collect

Check out the list of top 9 items below and decide what you want to collect. Sometimes, you can get larger results focusing on one or two supplies.

## 4. Have Fun & Get Competitive

Starting a competition amongst departments, other businesses, or across teams can really boost results, especially when incentives are involved!

## 5. Promote & Build Excitement

Host an event, share local school supply sales, provide updates and engage participants via various communication channels.

## 6. Offer a Virtual Option

If people are too busy to shop, here are two other ways to help: [Donate Online](#) or set-up a [YouGiveGoods](#) virtual drive.

## 7. Count Items & Prep for Delivery

Classroom Central's extended donation hours are:

**Monday & Tuesday 8am-12pm** and **Wednesday & Thursday 8am-5pm** at our back loading dock July-August. Complete our [Sorting Sheet](#) before dropping off your donation and be entered in the "Superstar" contest!

### TOP 9 SCHOOL SUPPLY NEEDS

- Filler Paper
- Scissors
- Crayons
- Pencils
- Glue Sticks
- Colored Pencils
- Composition Books
- Markers
- Highlighters

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