



SCHOOL SUPPLY DRIVE TOOL KIT

A coordinator's guide to collect
school supplies that support
youth in foster care.

STEPS TO A SUCCESSFUL DRIVE

1 When

Host your school supply drive for a week or longer, so people have time to purchase items and drop-off. Make sure the start and end date are clearly communicated.

2 Where

Choose a centrally located, high traffic spot or multiple spots for donation drop-off. Post the "School Supply Drop-off Here" signs included in this kit.

3 Goal

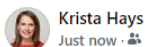
Set a predetermined, obtainable goal. This is an excellent way to spark participation. Use a goal chart. Create incentives. Make it a competition.

4 Promote

Use social media, newsletters, email announcements, and flyers. See Communication Samples on the next page for easy posts, texts, and emails and use the flyer included in this kit.

Communication Samples

Use these samples or create your own social media posts, texts, and emails. Be sure to tag The Villages!



Krista Hays
Just now · 🌐

A backpack and required school supplies will cost a parent around \$125 per child. Join me in helping foster parents make sure the children in their care have a great start to the school year. Donate to The Villages' Back to School Supply Drive the week of July 18th. For a list of needed supplies visit villageskids.org.



Help kids in foster care have a good start to their school year. Donate to the Back to School Supply Drive at (location) on (date).

Join me in helping ease the financial burden on the deserving families served by The Villages. Drop off a new school backpack and supplies at (location) by (date).

The Villages serves approximately 10,000 children and families each year. Join me in helping give these families a financial break. Drop off school supplies at (location) by (date).

On average, a new backpack with required school supplies cost around \$125. Help foster parents ensure their child is ready for the school year. Donate to the (your drive's) School Supply Drive.

In 2021 The Villages ...

- served **669** children in foster care.
- supported **557** participants in Older Youth Services.
- assisted **130** children living with a family member other than their parent in the Family Connection Network program.
- provided assistance, case management, and therapy to **185** children through Family Preservation Services.

School Supply Drive Coordinator Checklist

1. **Choose** your School Supply Drive location.
2. **Recruit** volunteers to help promote, collect, count, and deliver the collected supplies.
3. **Select** a start and end date.
4. **Set** your collection goal, theme, and/or incentives.
5. **Prep** your drop off location with visible signs.
6. **Promote** the school supply drive!
7. **Confirm** transportation for delivery of supplies and Villages' office availability to accept the donations. Visit villageskids.org/contact-us for office locations.
8. **Continue** to promote the school supply drive.
9. **Collect** and deliver supply donations to the nearest Villages office.
10. **Share** your success on social media.



Questions?

Contact The Villages' Community Engagement Manager, Krista Hays at khays@villageskids.org or 317-995-7490.

BACK TO SCHOOL SUPPLY DRIVE

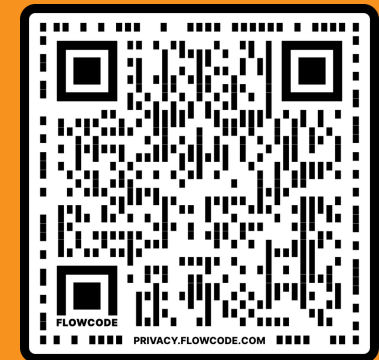
Help kids in foster care have a great start to their school year. Donate new backpacks and school supplies.

When:

Where:

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Access the Amazon
Back to School Wish List.

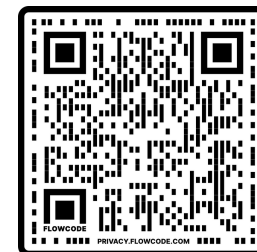
School Supply List



- Sturdy Backpack
- **Ticonderoga** #2 Pre-sharpened Pencils
- **Crayola** Crayons
- **Crayola** Classic Broadline Markers
- **Crayola** Thin Line Markers
- Colored Pencils
- **Sharpie** Highlighters
- **Expo** Black Dry Erase Chisel Tip Markers
- **Expo** Dry Erase Chisel Tip 4-pack Assorted Colors
- Fine Point Black **Sharpies**
- Pens (blue, black, red)
- Pink Pearl Erasers
- Spiral Notebooks (wide ruled)
- Loose Leaf Paper (wide ruled)
- Composition Notebooks
- Index Cards, 3" x 5" Ruled
- Sticky Notes, 3" x 3" Assorted Colors
- Graph Paper
- 2-pocket Plastic Folders (red, green, blue, yellow, purple)

- **Elmer's** Glue
- **Elmer's** Glue Sticks
- Fiskars Child-size Scissors
- Fiskars 7" Pointed Scissors
- 12-inch Ruler
- Protractor
- Scientific Calculator
- 3 Ring Binder (solid color, 2 inside pockets, plastic cover for insert, 1")
- Binder Dividers with 5 Tabs
- Flash Drive
- Over the Ear Headphones
- Earbuds
- Plastic Art Box
- Water Bottle
- Kleenex
- Hand Sanitizer
- Disinfectant Wipes
- Quart-size Ziploc Bags
- Gallon-size Ziploc Bags

Please note: **Bolded brand names** are specifically requested by schools.



Access the Amazon
Back to School Wish List

BACK TO SCHOOL SUPPLY DROP-OFF HERE



Thank you for helping kids in
foster care have a good start
to their school year!



www.villageskids.org