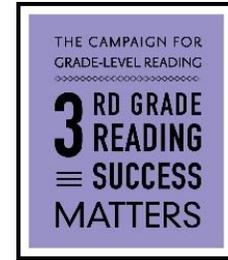




United Way  
of Wyoming Valley

## Book Drive Toolkit



Thank you for your interest in hosting a children’s book drive for the United Way of Wyoming Valley! Here at United Way, we are in constant need of children’s books. With books gathered by generous donors like you, we are able to continue working towards promoting and improving grade level reading and early school success across the Wyoming Valley. The following toolkit will give you the information and resources needed to organize a successful book drive and make a difference in our area.

**Step 1:** Determine the time, date, location, duration, and reach of the drive.

**Step 2:** Recruit volunteers. Determine how many volunteers you will need and the different tools you will use for recruitment.

**Step 3:** Determine age group/reading level of books to be collected. While we accept books for all reading levels, our primary focus, and therefore need is for children’s books. We are always in need of board and picture books for infants and toddlers. We also need chapter and “beginning to read” books appropriate for kindergarten through 3<sup>rd</sup>-grade reading levels. We are also in need of books up to 8<sup>th</sup> grade for book fairs and summer reading programs in our community.

**Step 4:** Organize flyers, emails, social media plugs, etc. and begin promoting the book drive. An example flyer for your place of business that can be located here and placed on the donation bin. Please emphasize the need that books be new or gently used. Books that come in with missing pages, stains, tears, and pages that have been written on cannot be utilized and will have to be thrown away.

**Step 5:** Contact United Way of Wyoming Valley for drop off information.

To organize a book drive or for more information, please contact Ashley Winslow by email at [AWinslow@unitedwaywb.org](mailto:AWinslow@unitedwaywb.org).