



Supply Drive Tool Kit



The mission of Crayons to Classrooms is to secure and distribute school supplies at no cost to teachers of students in need.

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www.crayonstoclassrooms.org

Table of Contents

<u>School Supply Drive Program Info</u>	Pg. 3
<u>E-mail Materials</u>	Pg. 4
<u>Initial E-mail</u>	Pg. 5
<u>Midpoint E-mail</u>	Pg. 6
<u>Last Call E-mail</u>	Pg. 7
<u>Thank You E-mail</u>	Pg. 8
<u>Donation Receptacle Examples</u>	Pg. 9
<u>Facebook and Instagram Receptacle Signs and C2C Logo</u>	Pg. 10 – 11
<u>Fundraising Ideas</u>	Pg. 12 – 13
<u>Advertisements/Flyers</u>	Pg. 14

School Supply Drive Program

Your business, organization, or community group can help local classrooms of students by hosting a **school supply drive**. The school supplies collected will go onto the shelves of our Teacher Resource Center to supply classrooms throughout the Miami Valley area with the materials their students greatly need.

Teachers most often request:

- **Pencils**
- **Pens**
- **Crayons (24 count)**
- **Colored Pencils**
- **Filler Paper**
- **Construction Paper**



Donations are accepted all year round, so feel free to conduct a school supply drive any time!



Within this tool kit, you will find materials that will help you organize a successful school supply drive. These include email templates, receptacle signs, advertisements, and flyers. By utilizing these resources, you will be able to effectively publicize your drive and motivate others to participate!

Financial Donation: Your generous, tax-deductible contribution to C2C will enable us to keep our shelves stocked with supplies. Donate online at www.crayonstoclassrooms.org



E-mail Materials

Within this section, you will find e-mail templates to use when advertising your supply drive. These templates can be copied into a company-wide e-mail to promote your drive.

The e-mail templates include:

- Initial e-mail
- Mid-point email
- Last call e-mail
- Wrap-up/Thank you e-mail



Please Help **[Company]** Provide School Supplies to Local Students in Need

Imagine having to complete a writing assignment without having a pen or a pencil. Many children throughout the Miami Valley community face this situation **every day**.



To combat this problem, **[COMPANY]** is partnering with Crayons to Classrooms to host a school supply drive!

Starting **[DATE], you may place donations of school/office supplies in marked receptacles located in **[LOCATION]**.**

Please consider helping students succeed in the classroom this year! Most requested items include:

- **Crayons (24 count)**
- **Pencils**
- **Scissors**
- **Pens**
- **Construction Paper**
- **Markers**
- **Filler paper**
- **Folders**
- **Notebook**

Items collected through this supply drive will be placed on the shelves of the C2C teacher resource center – a free store for Dayton-area teachers to supply local classrooms in need.

Not a shopper? Crayons to Classrooms can also use monetary donations to purchase necessary supplies to fill teachers' shelves. You can find donation envelopes **[HERE]**.

Do you remember how a new box of crayons smelled when you opened it on the first day of school?

Many children in our area do not have the luxury of experiencing this.

They are sent to school without the basic school supplies they need.



Crayons to Classrooms is a teacher resource center that collects and distributes basic school supplies at no cost to teachers or children in need.

To learn more about this organization, you can visit www.crayonstoclassrooms.org see how your donations can help!

Teachers need many items! Examples include pens, construction paper, crayons, etc. Any small contribution will have a lasting impact!

Not a shopper? Crayons to Classrooms can also use monetary donations to purchase necessary supplies to fill teachers' shelves. You can find donation envelopes [[HERE](#)].

Please consider donating today! Together, we can help [[COMPANY](#)] reach out to students in need.



LAST CALL

**PLEASE HELP [COMPANY] REACH OUT TO STUDENTS
WHO ARE IN NEED OF YOUR HELP!**

TODAY IS THE LAST DAY OF OUR SUPPLY DRIVE

Please consider donating school supplies or making a financial donation to **Crayons to Classrooms. Our vision is to connect essential resources to teachers and their students, which enhances the learning experiences of children in need. One pencil, one notebook, one box of crayons can make a difference!**

Examples of most needed items include:

- **Crayons (24 count)**
- **Pencils**
- **Scissors**
- **Pens**
- **Construction Paper**
- **Markers**
- **Filler paper**
- **Folders**
- **Notebooks**

You may never know the names of the children you are helping, but please be aware that you put a smile on their faces by putting a pen in their hand. From all those who will benefit from your generosity, please accept our deepest appreciation.

THANK YOU!!!

**[COMPANY] collected an estimated
\$AMOUNT in school supplies
and \$AMOUNT in cash donations
to benefit Crayons to Classrooms**

**Many thanks for your donations to this much-needed
organization! Your generosity will help to stock the shelves of
this teacher resource center and assist children in our area
who need it most.**

**If you have not yet had the opportunity, you can visit
www.crayonstoclassrooms.org to see how your donations will
make a difference.**

**On behalf of Crayons to Classrooms and those that they serve,
I thank you. [COMPANY] and you are classroom heroes!**



**You may never know the names of the children you are
helping, but please be aware that you put a smile on their
faces by putting a pen in their hand. For all those who will
benefit from your generosity, please accept my deepest
appreciation.**

**Questions about Crayons to Classrooms?
Please contact Dave Hargrove, Operations Manager**

**1750 Woodman Drive
Dayton, OH 45420-3639
Phone: 937.528.6424
d.hargrove@crayonstoclassrooms.org
www.crayonstoclassrooms.org**

Donation Receptacle Examples



- Donation receptacles to collect items for supply drives do not need to be elaborate!
- They can be as simple as a corrugated box or a pressed cardboard barrel if you have them available.
- As you can see from the photo above, your display can be simple, clean, and functional.
- Displaying donation envelopes near your donation receptacle(s) is very helpful for those people who are not shoppers.

Receptacle Signs & C2C Logo

On the next page, you will find signs to use on your receptacle bins. These signs include C2C's social media info, as well as our organization's logo. Feel free to display these on your bins and elsewhere to promote your supply drive.



FOLLOW C2C ON



www.facebook.com/crayons2classrooms

FOLLOW C2C ON



www.instagram.com/crayons2classrooms



Fundraising Ideas

Here you will find multiple fundraising ideas, including bake sales, raffles, etc. These activities can accompany your organization's supply drive to help raise a greater amount of money and supplies for Crayons to Classrooms, which in turn will benefit students across the Miami Valley.

Fundraising Ideas to Accompany Supply Drives

1. SUNDAE ON A MONDAY

- Why not start the work week off with an ice cream treat? Sell packaged treats or have a committee dip and serve. This event is bound to raise spirits at the office on a warm summer Monday afternoon!

2. BAKE SALE

- Who doesn't love a bake sale? Ask for donations of baked goods, have a committee price and sell them along with fresh-brewed coffee to start a morning at the office off right.

3. RAFFLE

- Purchase a gift card to a great restaurant, store, etc. and sell raffle tickets for \$1 each or 6 tickets for \$5. All profits can be donated to Crayons to Classrooms.

4. "DRESS-DOWN" DAYS

- Approach work in a relaxed fashion — invite employees to "pay" to wear jeans to work through a donation to Crayons to Classrooms.

5. GARAGE SALES

- Host an internal garage sale. Everyone cleans out a few items that they no longer need at home to donate. The sale can be set up in a conference room, etc. All proceeds can benefit Crayons to Classrooms!

6. COLORING CONTEST

- Invite employees to "purchase" a coloring page for their children to decorate. These can be posted in the office to add a bit of cheer to the workplace. Proceeds will support Crayons to Classrooms.

7. CORN HOLE TOURNAMENT

- Host a lunchtime corn hole tournament. Forming teams is fun and a minimal registration fee can be used to help raise funds for a worthy cause!

8. BROWN BAG IT

- Encourage fellow co-workers to bring their lunch from home and donate the money saved from skipping on a lunch out to Crayons to Classrooms.

9. CHANGE DRIVES

- Employees accumulate loose change over a designated period of time and donate it to Crayons to Classrooms. Adding a competitive aspect between departments is always a fun twist!

10. SCHOOL LUNCH

- Plan and host a "school lunch" event. Make the space look festive and re-live the years of PB&Js and bologna and cheese sandwiches! Fellow coworkers can purchase a "lunch ticket" to join the fun!

Advertisements/Flyers

We encourage you to utilize flyers or digital communications to advertise your supply drive. Here are some flyer ideas!

- **Cash Donations flyer**—For those that are not interested in shopping for supplies, but would still like to make a donation, direct them to our donation page!
- A description of an **Office Clean Up Project** to accompany your supply drive
- A document that can be printed and used as a **payroll stuffer**, internal mailbox stuffer, etc.

Thank You!

All of us at Crayons to Classrooms greatly appreciate your hard work in conducting a supply drive!

**If you have any questions, please contact
Dave Hargrove at
d.hargrove@crayonstoclassrooms.org**