



# 2021 CHILDREN'S BOOK DRIVE

## HOW TO RUN A BOOK DRIVE

### United Way of Rhode Island

Our mission - uniting our community and resources to build racial equity and opportunities for all Rhode Islanders. Education is important to us and we work to help kids fall in love with learning. These books support afterschool and summer learning programming across the state. We are a partner in Rhode Island Reads, working to double the number of Rhode Island third graders reading at grade level. Annually we hold a Children's Book Drive to put books into the hands of children to support reading.

### Background

The Children's Book Drive is a collaborative effort between United Way of Rhode Island, Women United, and Books Are Wings to engage local businesses, community organizations, individuals, and families in fostering a love of reading. This will be our ninth year collecting books. Over the past eight years, we have put 216,675 books into the hands of children throughout Rhode Island to build home libraries and to help prevent summer learning loss. The books collected are gently used and new children's books, for babies to middle school students.

### Project

Whether you are a community member that would like to gather books from your friends and neighbors, or a family who enjoys volunteering and wants to have your children help collect books for kids who do not have many, this sheet will explain how to do that. Please note that because of COVID you will need to do things differently this year.

### Supplies needed

Collection bin(s)  
Book Drive poster(s)

### Step 1: Register your drive with United Way of Rhode Island

Anyone interested in this project should contact [bookdrive@unitedwayri.org](mailto:bookdrive@unitedwayri.org) to register. This will allow us to send you a poster and information about the book drive and track your efforts.

### Step 2: Brainstorm and plan

Figure out how you want to run your book drive. There are many ways you can design it, so use your creativity. Some considerations may include:

- **Identify the timeline for this project.** The book drive runs May 1 - 31. Allow ample time to communicate about the drive to your potential book donors, providing time for them to go through their books at home and/or purchase books. A drive may last several weeks or the full month. Or a drive can be a single day if it is connected with an event or occurrence.
- **Identify people you can ask to donate books.** Who in your spheres of influence might have books to donate? Be creative. One volunteer went to yard sales (preCOVID) and offered to take any unsold children's books at the end of the day to donate to the book drive. Who could you ask to collect or donate books? Family, friends, schools, workplace, neighborhood business, customers?

### Step 3: Arrange collection logistics

- **How will you collect books?** Will you put out clearly marked bins in public locations or will you go to friends' homes and pick up the books, contactless, from by their doors?
- **Where will you collect books?** Are their permissions you need either to participate in book collection or to place collection bins? What are some convenient, visible, indoor locations (to keep supplies clean and dry), where people regularly gather or pass through that you could collect books?

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UNITED WAY OF RHODE ISLAND

**WOMEN  
UNITED**

  
**Books Are Wings**  
Putting Free Books in the Hands of Children

**United Way** 

United Way of Rhode Island

*For more information about running a book drive, contact [bookdrive@unitedwayri.org](mailto:bookdrive@unitedwayri.org).*

- **What will you collect books in?** Prepare collection bins (plastic 18 gallon storage bins often work well as do copy paper boxes). Decorate the container and make sure its purpose is clearly marked. Put a poster on the container giving the details about your drive.
- **When will you pick up books?** Let the site know your timeframe for the drive pick-up date, as well as your contact information so they can reach you if the bin is full.

#### **Step 4: Get the word out**

- Download and print the book drive poster from United Way, provided when you register at [bookdrive@unitedwayri.org](mailto:bookdrive@unitedwayri.org).
- Promote your book drive on your social media and include the drop off location.
- Supply posters to your contacts to generate new book donors. Encourage them to rally friends and family members to donate.

#### **Step 5: Follow through**

- Check collection bins regularly during the drive, and empty them when they begin to get filled.
- Remember to remove your donation bin and recycle any remaining posters or promotional materials at the end of the project.

#### **Step 6: Get the books to Books Are Wings**

- Email [bookdrive@unitedwayri.org](mailto:bookdrive@unitedwayri.org) to schedule a drop off before June 11 or;
- Drop books off at the following Cardi's Furniture & Mattresses locations:  
1681 Quaker Lane, West Warwick, RI  
999 Newport Avenue, South Attleboro, MA  
One Furniture Way, Swansea, MA.