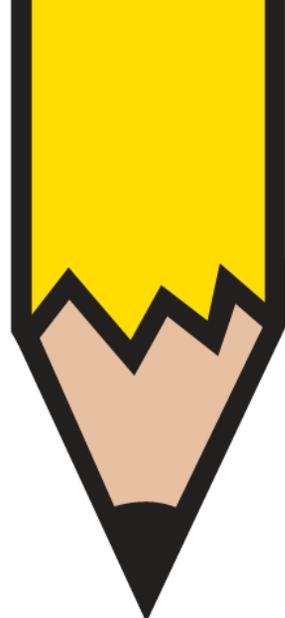


Classroom Central



Toolkit for Student Ambassadors

Tips and tricks for organizing your summer
volunteer project!



Toolkit Contents

This kit has many ideas to help you get on your way to hosting a successful school supply or book drive, fundraiser or promoting the USPS drive with your community organization, neighborhood, family or community of faith.

Thank you for helping students and their teachers across our community!

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Classroom Central



704-377-1740
2116 Wilkinson Boulevard
Charlotte, NC 28208
aubrye@classroomcentral.org

About Classroom Central

At Classroom Central, we do more than provide school supplies. Do you get excited for the first day of school? With your new notebooks, pencils and backpack, you're ready and prepared for a new year. Now imagine going to school empty-handed simply because your family couldn't afford basic school supplies. This is the reality for tens of thousands of students in our community. Doesn't every kid deserve an equal chance to learn and be excited for school?

Our Mission

Classroom Central equips students living in poverty to effectively learn by collecting and distributing free school supplies.

Our Vision

Classroom Central exists so that every child, regardless of their economic status, will have the essential tools like pencils, paper, scissors, markers and other basic materials they need to learn.

Our Programs

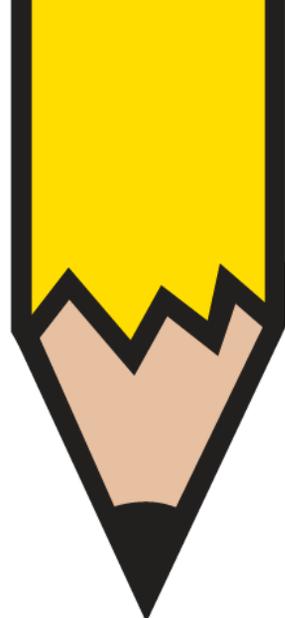
Classroom Central serves high-poverty schools in Charlotte-Mecklenburg and five surrounding school districts. Teachers and other school personnel in qualifying schools "shop" for *free* supplies throughout the academic year, either in our Free Store on Wilkinson Boulevard or via our three other mobile programs.

To learn more about Classroom Central, visit us online at www.classroomcentral.org.



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Ways to Help

There are several ways you can help make sure students have the supplies they need this August:

1. Host a School Supply or Book Drive:

Organize a drive in your neighborhood, with an organization, sports team, family or community of faith.

2. Host a Fundraiser:

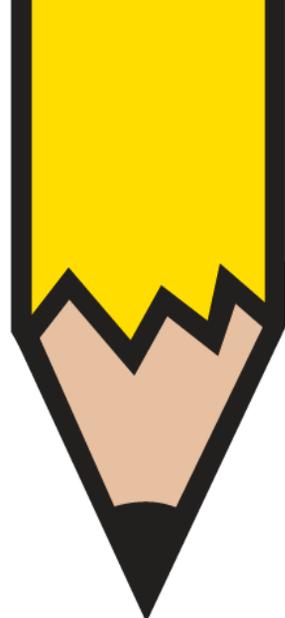
Organize a bake sale, car wash, set up a GoFundMe or even a Facebook Fundraiser to help raise money for Classroom Central. We can turn every \$1 donated into \$7 worth of school supplies for a student in need.

3. Help Promote the USPS Postal Drive:

Every year, in partnership with WSOC-TV Channel 9, the United States Postal Service in several counties will pick up school supplies left by your mailbox! We need people like you to help spread the word via flyers, social media and posters.



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Hosting a School Supply Drive

Classroom Central, Communities In Schools and WSOC-TV Channel 9 are partnering for the annual 9 School Tools Campaign. 9 School Tools is a community-wide drive to collect and distribute school supplies to children in need.

Time Frame: July – August 31

This year's goal is to provide *every* area student in need with the basic school supplies necessary to be prepared and excited for school. We'll need 1.8 million items to make sure EVERY student is ready at back-to-school time!

Top 9 Most Needed Supplies:

| | | |
|-----------------|-------------------|---------|
| Filler Paper | Scissors | Crayons |
| Colored Pencils | Pocket Folders | Pencils |
| Glue Sticks | Composition Books | Markers |

Hosting a Book Drive

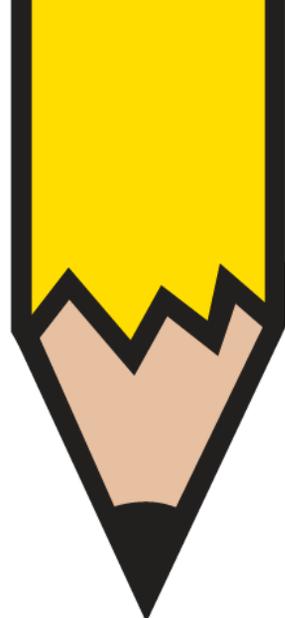
Classroom Central is also in need of new and gently used books to help supply area students with books for their book shelves, and help teachers stock their classroom libraries!

If you're busy over the summer, a book drive might be for you!

Time Frame: June – September 29

We Need:

- New Books
- Gently Used Books
- Books for Preschoolers – 12th Grade



Tips to Organize a Supply Drive

To help you get started, we have put together some tips and tools to run a successful school supply drive.

1. Recruit some friends to help you with your drive.

If you want to host your supply drive in multiple neighborhoods, or in several places, you're going to need some help! Friends can help you:

- Promote the drive by making/distributing flyers or posters or by posting on social media.
- Sort and count the supplies at the end of your drive.
- Pack the supplies or books in boxes for when you deliver.

2. When and where will you hold the drive?

Before you collect anything, you'll need to tell people when you'll be collecting supplies and for how long!

- A successful drive usually lasts about two weeks. People need time to receive the information about your drive, go shopping and then put the supplies to your drop-off site.

Classroom Central accepts donations July – August 31. The best deals and school supply sales are usually from mid-July to mid-August. Keep this in mind when choosing your dates!

- Make it your drop-off location noticeable!
Put a colorful box with information about your drive in a place where people can see it and easily drop off their items.
- Find a place to put your supplies once your collection box is full.
Do you have a garage or a spare room you could keep the items in until your drive is over?

3. What will you be collecting?

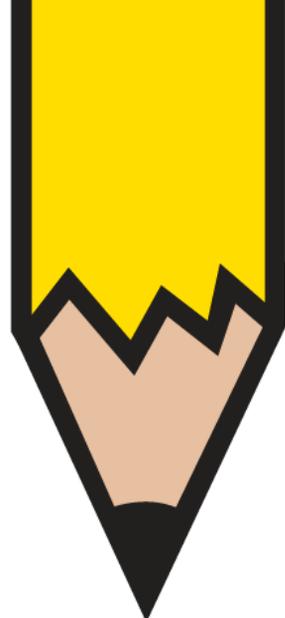
Tell people what you are collecting.

- Are you collecting the 9 most needed school supplies? Just one school supply? Books?
- Put this on your collection box and flyer/poster so everyone knows!

4. What's your goal?

Set a goal for yourself as to how many supplies or books you want to collect – and tell people about it!

- Setting a goal will help you when promoting your drive. You can also tell people why you chose this goal.
For example, you want to collect 150 books so every kid in a class will get 5 books each.
- If you hit your goal, ask a parent if you can do something fun once your drive is over!



Tips to Organize a Supply Drive

5. Tell people about your drive!

Spread the word through posters, flyers, social media and e-mail blasts.

- Create a poster telling people what you are collecting, where they can drop off donations, your goal and why you wanted to help other kids by hosting a drive.
- Give people updates.
Post updates as to where you are on your goal. Only need to collect 25 more items? Tell people!
- Tell your friends and their parents to “buy one, give one.”
While they are out shopping for their own back-to-school items, buy an extra set to support a student who doesn’t have supplies.
- Ask your parents if you have a neighborhood association.
Ask the HOA to collect items at the neighborhood swim party or ice cream social. They could even share the news via the neighborhood Facebook page.
- If you do use social media, share with your friends and have them share with their friends! If you use Facebook, Instagram or Twitter, make sure to include #9SchoolTools and tag Classroom Central.

6. Deliver the supplies to Classroom Central.

Classroom Central’s donation hours are Monday-Thursday, 8am - 2pm. Please contact Aubrye and tell her when you’ll be delivering.

- Count your supplies.
Counting the supplies is really helpful and is a great way to see what you’ve collected! Included in this packet is a sorting sheet for you to use.
- Pack your supplies in boxes or sturdy bags for easy delivery.

7. Say thank you!

When your drive is done, think of a way to thank everyone to donated items to your drive.

- For example: Write thank you cards to everyone who donated – and make the cards yourself!
- Don’t forget to tell them how many supplies you collected and if you hit your goal!

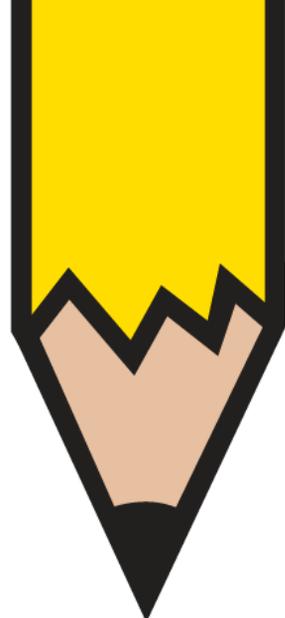
Sorting Sheet

Please count your donations and bring this sorting sheet with you once you've scheduled your delivery time.

A full page excel version can be found by [clicking here](#).

Or by visiting www.classroomcentral.org/9SchoolTools

| DONATED BY: | | Date Delivered: | |
|-------------------------------------------------|----------|------------------------------------------------------------------|----------|
| Date Sorted: | | Total Items: | |
| DESCRIPTION | COUNT BY | Use this column for tallying marks if it is easier when counting | TOTAL # |
| Colored Pencils | Packs | | |
| Composition Books | Indiv. | | |
| Crayons | Packs | | |
| Glue Sticks | Indiv. | | |
| Filler Paper (Wide or College Ruled) | Packs | | |
| Markers | Packs | | |
| Pencils | Indiv. | | |
| Pocket Folders | Indiv. | | |
| Scissors | Indiv. | | |
| 1-Subject Notebooks | Indiv. | | |
| 2-5 Subject Notebooks | Indiv. | | |
| Art/Craft Supplies (Paint, Paint Brushes, etc.) | Indiv. | | |
| Backpacks (empty) | Indiv. | | |
| Binders (3 ring) | Indiv. | | |
| Book Covers | Indiv. | | |
| Books/Dictionaries | Indiv. | | |
| Calculators, Regular | Indiv. | | |
| Calculators, Scientific | Indiv. | | |
| Compasses/Protractors | Indiv. | | |
| Copy Paper (8.5x11-white) | Reams | | |
| Copy Paper (misc. reamed) | Reams | | |
| Dividers | Packs | | |
| Erasers | Packs | | |
| Flash Drives | Indiv. | | |
| Glue Bottles | Indiv. | | |
| Graph Paper | Packs | | |
| Highlighters | Indiv. | | |
| Hygiene Products (Sanitizer, Bandages, Etc.) | Indiv. | | |
| Incentives/Prizes (Stickers,Bubbles,etc.) | Indiv. | | |
| Index Cards (Packs of Any Color) | Packs | | |
| Journals | Indiv. | | |
| Lunch Bags/Boxes | Indiv. | | |
| Markers, Dry Erase | Indiv. | | |
| Markers, Permanent | Indiv. | | |
| Notepads (lined - 5x7, 8.5x11, legal) | Indiv. | | |
| Pencil Boxes/Pouches | Indiv. | | |
| Pencils, Mechanical | Indiv. | | |
| Pencil Sharpeners | Indiv. | | |
| Pens | Indiv. | | |
| Post-It Notes (Sticky Notes) | Indiv. | | |
| Rulers | Indiv. | | |
| Tape (Assorted Sizes and Colors) | Indiv. | | |
| Tissues | Indiv. | | |
| Tote Bags | Indiv. | | |
| White Out | Indiv. | | |
| Misc. (Do Not Count) | | | |
| TOTAL # ITEMS | | | 0 |



Tips to Organize a Fundraiser

To help you get started, we have put together some tips and tools to host a successful fundraiser.

1. Recruit someone to help you with your fundraiser.

There are many different ways to host a fundraiser. Once you figure out what you want to do, you might need some help in getting things going.

- Do you want to set up a GoFundMe or Facebook fundraiser?
Ask a parent if you can do this before setting anything up. If you have any questions from there, feel free to call or email Aubrye: (704) 377-1740 ext.414 or aubrye@classroomcentral.org.
- Maybe you want to host a bake sale at your church or synagogue, or a carwash in you neighborhood. You're going to need your parents and friends to help you:
Promote your event– Make and pass out flyers or posters.
Help bake cookies or wash cars!
Tally your donations.

2. When and how will you host the fundraiser?

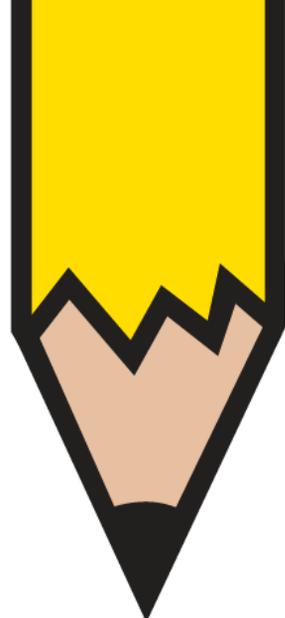
Before you start anything, you'll need to tell people when you'll be collecting donations and for how long!

- A successful fundraiser online usually lasts about two-three weeks. People need time to receive the information about your fundraiser, make a donation and keep up-to-date with your goal.
- Aa successful bake sale, car wash or other fundraiser will take time to plan.
You'll need to get your fundraiser approved and you'll need to tell people about it. Create colorful signs with your fundraiser name and information!

3. What's your goal?

Set a goal for yourself as to how much money you want to raise for Classroom Central – and tell people about it!

- Setting a goal will help you when promoting your fundraiser. You can also tell people why you chose this goal.
For example: You want to raise \$1,000 so 5 kids will have school supplies for an entire year.
- If you hit your goal, ask a parent if you can do something fun once your fundraiser is over!



Tips to Organize a Fundraiser

4. Tell people about your fundraiser!

Spread the word through posters, flyers, social media and e-mail blasts.

- Create a poster telling people what kind of fundraiser you are hosting, where it will be, your goal and why you wanted to help other kids by raising money.
- If you're hosting your fundraiser online, give people updates.
Post updates as to where you are on your goal. Only need to collect \$250 more? Tell people!
- Ask your parents if you have a neighborhood association.
Ask the HOA to collect donations at the neighborhood swim party or ice cream social. They could even share the news via the neighborhood Facebook page.
- If you do use social media, share with your friends and have them share with their friends! If you use Facebook, Instagram or Twitter, make sure to include #9SchoolTools and tag Classroom Central.

5. Deliver the donations to Classroom Central.

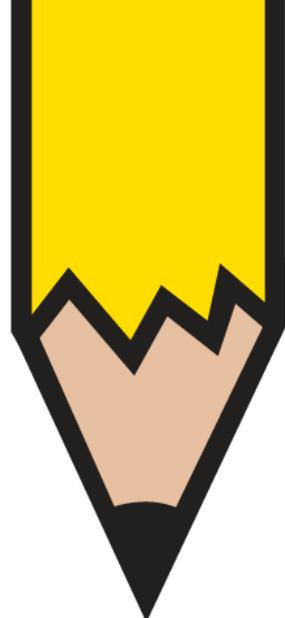
Classroom Central's donation hours are Monday-Thursday, 8am - 2pm. Please contact Aubrye and tell her when you'll be stopping by.

- If you did **not** host a fundraiser online, you'll need to count your donations and deliver them to Classroom Central.
You can also mail you donations to: 2116 Wilkinson Blvd., Charlotte, NC 28208. If you choose to send them by mail, please include your name and what you did to raise money so we can give you credit!

6. Say thank you!

When your fundraiser is done, think of a way to thank everyone who donated to help.

- For example: Write thank you cards to everyone who donated – and make the cards yourself!
- Don't forget to tell them how much you collected and if you hit your goal!



Tips to Promote the USPS Drive

To help you get started, we have put together some tips and tools to help you promote this event to take place on Saturday, August 19th.

1. Pick up supplies from Classroom Central.

We will have flyers, posters and yard signs available for pick-up during our donation hours: Monday-Thursday 8am-2pm.

- If you're not able to pick items up, check out the [9 School Tools page](#) of our website where you can print your own!

2. Come up with a strategy.

Now that you have your supplies, figure out how you're going to let everyone know about the USPS drive.

- Spread the word through posters, flyers, and yard signs.
Hop on your bike and post them around your neighborhood, your friend's neighborhood and ask your neighbors if they will help, too! But, make sure not to put them in mailboxes – instead put them in the tube for newspapers.
- Use social media and e-mail blasts.
Share with your friends and have them share with their friends! If you use Facebook, Instagram or Twitter, make sure to include #9SchoolTools and tag Classroom Central.

3. Spread the word!

You've got your supplies and strategy ready to go – Now get to it!

- The USPS drive is Saturday, August 19th.
- As you're hanging posters and posting on social media, let everyone know how easy it is to participate!
Simply leave your donation of school supplies by your mailbox on Saturday, August 19 and the mail man will pick it up!
- Let people know about the most needed school supplies.

Top 9 Most Needed Supplies:

Filler Paper

Colored Pencils

Glue Sticks

Scissors

Pocket Folders

Composition Books

Crayons

Pencils

Markers

Print Your Own USPS Drive Flyer

If you're not able to pick up supplies from Classroom Central, you can print flyers by using this page.

A full page version can be found by [clicking here](#).

Or by visiting www.classroomcentral.org/9SchoolTools

Classroom Central
9 SUPPLYING OUR STUDENTS

Communities In Schools

9

SCHOOL TOOLS

UNITED STATES POSTAL SERVICE®

SPECIAL SCHOOL SUPPLY COLLECTION

LEAVE A SCHOOL SUPPLY DONATION AT YOUR MAILBOX FOR YOUR POSTAL CARRIER TO PICK UP

SATURDAY AUGUST 19TH

Family FOCUS

www.9schooltools.com

Directions to Classroom Central

Once your drive is complete, please schedule your delivery with Aubrye Carr (aubrye@classroomcentral.org or (704) 377-1740 ext.414) during our donation hours: **Monday-Thursday, 8am-2pm**

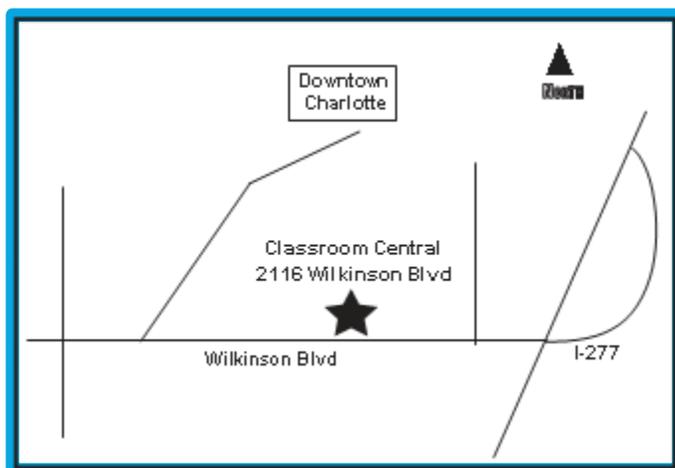
Classroom Central is located at 2116 Wilkinson Blvd., Charlotte, NC, 28208. Please drive around to the back of the building and we will help you unload your items at our loading dock.

From I-77 take Exit 9C (Wilkinson Blvd.). We are the 2nd building on the right between Suttle Avenue and W. Morehead Street.

Thank you for helping students in need this summer!



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More Resources!

Work smarter, not harder! We have several items for you to use when telling people about how you're supporting Classroom Central!

Visit the 9 School Tools page of our website for more info: www.classroomcentral.org/9schooltools/

Feel free to pick what works best for you! We have:

- The Need / Campaign Poster
- Classroom Central Flyer
- Classroom Central video
- Classroom Central Stats & Impact - from our Teacher Survey
- Local School Supply Sales at major retailers
- Blog posts from other Student Ambassadors with ideas on hosting a drive or fundraiser.
- Sample Emails
- Sorting Sheet
- USPS Drive Flyer

You can also call or email Aubrye Carr if you have any questions or need help: (704) 377-1740 ext. 414
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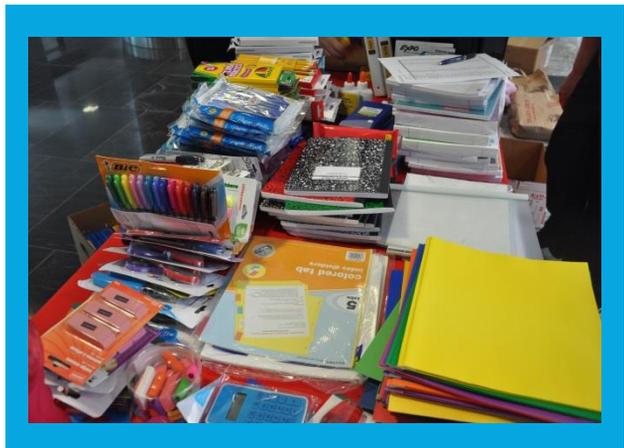
Hear It From a Fellow Student

Don't hear it from us, hear it from a fellow student who has been hosting school supply drives for the past 11 years! This is what he has to say to other students who want to get involved and host their own drive:

Hi, My name is CJ and I have been hosting a school supply drive for eleven years. It all started in Kindergarten when I went to buy school supplies and I wondered about those students that couldn't afford their own. So, I asked for school supplies for my birthday in lieu of gifts. I will be sixteen in August. Over the eleven years, I have collected over 10,000 supplies! It is relatively easy, but to really enjoy it and do it year after year, you have to *want* to do it. The reason I enjoy organizing the drive is the feeling I get knowing that I have helped someone. Knowing that I have made a difference. I know that if I need something for a project or assignment, I have it at my fingertips from my parents and knowing that some students and teachers don't have that privilege is what drives me to continue the supply drive every year. I hope that you will be able to help Classroom Central and organize your own supply drive over the summer. Here are a few tips:

1. Start small. You don't have to get the entire town to donate to your drive, just start with a few close friends or maybe a neighborhood wide drive.
2. Be organized. Send out cute flyers, have your parents make announcements on social media, or post a sign at your community pool. Keeping everything in order reduces headaches and makes the drive all the more enjoyable.

Good Luck!
CJ Ciuca



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