

Back to School Supplies Donation Drive Tool Kit

Thank you in advance for your efforts in collecting school supplies and helping students start the year with the essential school supplies.

This Tool Kit is intended to get you or your organization started on a successful donation drive! This Tool Kit includes the following:

Helpful Hints

- Getting started
- Promoting your drive
- How to donate upon completion

Marketing Material

- Back to School Supplies flier
- Classroom supply list
- Collection box flier – print in [8.5x11](#) or [11x17](#)
- Metrocrest Services can provide donation boxes, if needed

Sample Email Templates

- Initial email
- Reminder email
- Wrap-up/thank you email

Please drop off donations by Friday, July 26 to the Metrocrest Services offices located at: 13801 Hutton Dr, Suite 150, Farmers Branch, TX 75234

For large donation pick-ups, please schedule or make arrange in advance.
Questions about donations or collection drive? Need donation boxes?

Please call or email

Bev Grimley, bgrimley@metrocrestservices.org, (469) 317-2555

Selena Marroquin, smarroquin@metrocrestservices.org, (972) 446-2100

Helpful Hints

GETTING STARTED

Before you get started, consider the following:

- Determine what type of school supply drive you want to host:
 - A full school supply drive, collecting all of the items
 - Focus on one specific item like just collecting #2 pencils, composition books, paper etc.
 - Collect new backpacks
- Get creative with the collection! Organize competitions; create teams and award prizes to those who collect the most.
- Choose the length of time and the dates during which you will host the supply drive. You can run your campaign for a day, a week, or a month; we usually recommend 2-3 weeks.
- Select a location and the appropriate collection bins or boxes for your organization. Observe high-traffic and accessible areas.

PROMOTING YOUR DRIVE

Before the drive:

- Tell everyone about the drive.
- Send out an email, memo or voicemail announcing the kickoff date.
- Announce the drive in your invitations, newsletters and meeting announcements.
- Distribute flyers and posters to your staff and network.
- Let the community relations or public relations department know about the drive.

During the drive:

- Set up a box at your party or put boxes out in high-traffic areas.
- Have some fun and decorate your collection box.
- Make sure everyone knows what's on the needed supplies list.
- Keep participants informed by tracking progress and celebrating successes.
- Announce when the drive is reaching its end (about one week prior) for an extra kick.

UPON COMPLETING YOUR DRIVE

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Back to School Supplies – Donation Drive

Imagine starting the school year without a new backpack or even basic school supplies. Many parents struggle to afford these items. Metrocrest Services collect the school supplies and distribute to families in Carrollton, Farmers Branch, Addison, Coppell and the city of Dallas in Denton County.

Will you help make sure local students start the year with confidence and the essential items?

Here's how you can help:

- **Donate school supplies or organize a drive.**
- **Sponsor a child.**
\$40 provides supplies and a new backpack for one child and \$400 provides for 10 children.
- **Volunteer.**
Sort donated supplies or help on distribution day.



Donate today! We will be collecting school supplies all summer long through Friday, July 26!

Classroom Basics:

- Backpacks
- Notebook paper, college & wide ruled
- Washable markers thin & thick – 8 ct.
- Construction paper, 12 X 18, multi colored
- Construction paper, 9 x 12 white – 50 pk
- #2 pencils – 10 pk
- Dry erase markers – multi color pk
- Crayons – Large beginner pk
- Ear buds
- Erasers – pink beveled
- Pens (blue, black, red)
- Highlighters yellow
- Glue sticks – Large purple or small
- Kleenex
- Clorox wipes
- Markers – thick washable 8 ct
- Spiral notebook – wide ruled – yellow, red, green, blue
- Composition notebook – black, yellow, red, green, blue
- PLASITC Folders w/ brads & pockets – yellow, red, green, blue
- Ziplock bags – quart, gallon, sandwich size
- 5 or 8 subject notebook dividers
- 1 ½ – 2 inch 3ring binders
- AA batteries
- AAA batteries



Sample emails

ANNOUNCE YOUR SUPPLY DRIVE:

Suggested Subject: Bringing School Supplies to Kids in Need

Imagine a youngster starting the school year without a new backpack or even basic school supplies - many parents struggle to afford these items.

They need your help to start the year with confidence and the essential items.

Join [your organization's number] employees and Metrocrest Services make this happen in our community—go the extra mile at work, at home—by helping these students.

Donation bins are located [list locations] and will be up through [dates]. Monetary donations are also accepted. Just \$40 provides supplies and a new backpack for one child.

Donate online at www.metrocrestservices.org or simply write your check to Metrocrest Services and give it to [designated person].

Volunteer opportunities are also available to sort and package these items in August or on distribution day (August 16). Contact Volunteer Manager, Brittni Coe, for more info at bcoe@metrocrestservices.org or call (469) 317-2541.

Thank you in advance for all your help!

A REMINDER AS YOUR DRIVE WRAPS UP:

Suggested Subject: Dropped off your school supplies yet? There's still time!

Remember to bring in school supply donations for Metrocrest Services' Back to School event. Donation bins can be found in [locations] and will be there through [end date].

Thank you for helping [your organization's name] support children who would not have school supplies if it weren't for the generous donors like yourself.

If you cannot make it to the [organization], cash/check donations are also accepted. Simply write a check out to Metrocrest Services and give it to [designated person] or consider donating online today at www.metrocrestservices.org! Thank you!

THANK YOUR DONORS:

Suggested Subject: We did it!

We did it! With your generous contribution to the school supply drive, [organization name] was able to supply Metrocrest Services with [amounts of supplies]. These supplies will be distributed on Friday, August 16th to 1,300 students in our community who are most in need.

Thanks for giving these students the tools to succeed in school!

