



LAUREL ADVOCACY & REFERRAL SERVICES, INC.

2017

School Supply Drive

Toolkit



Thank you for your interest in hosting a School Supply Drive to support LARS clients!

We hope you will consider hosting a drive to help us send Laurel children back to school with the supplies they need to succeed. This toolkit includes:

- Flyer with a List of Needed Items, to advertise your drive
- Flyer with a List of Needed Items, to provide LARS' information
- School Supply Drive Sign for collection boxes/bins
- Tips for a Successful Drive
- Info Sheet for Collecting and Delivering Items

In order to ensure that students have the proper supplies prior to the start of the school year, we hope to begin distributing school supplies in early August.

If you need more information, please feel free to contact Alli
Milner at amilner@laureladvocacy.org



School Supply Drive

Benefiting Families

Many LARS families are in need of school supplies as they prepare for the new school year. Please keep them in mind as you do your back to school shopping! School supplies are needed for all age groups.

Most Needed Supplies Include:

Backpacks
Lunchboxes
Pencils
Pens
Spiral Notebooks

Composition Books
3-Ring Binders
Loose-leaf Paper
Scissors
Glue

Folders w/ Tabs
Colored Pencils
Crayons
Markers
Index Cards

Bring your donations to _____!

For More information, contact:



Donations can also be dropped off at LARS during business hours:

Mon, Wed, Fri 9am-2pm & Monday 5pm-7:30pm.

For information on LARS' School Supply Drive, contact Alli Milner at ext. 34 or amilner@laureladvocacy.org

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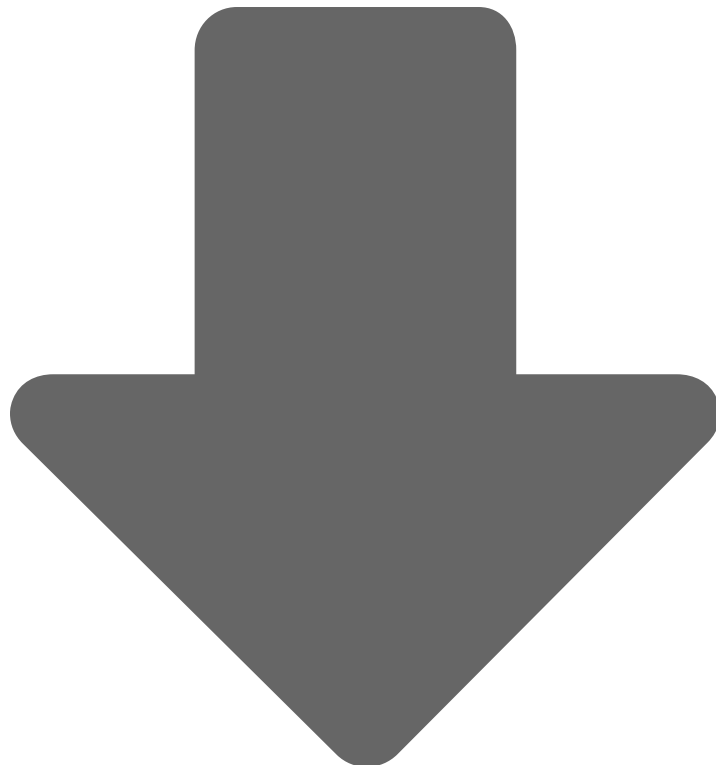
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School Supply Drive

Drop School
Supply Donations
Here





Tips for your School Supply Drive

Tip #1: RECRUIT HELP

Whether or not you decide to organize the drive on your own, always remember that a successful drive is a group effort. So go ahead and reach out to your family, work colleagues, neighbors and others in your community. Your team can help with spreading the word, collecting the supplies, and delivering the donation. Get people excited about supporting students in your community!

Tip #2: SELECT A HIGH TRAFFIC LOCATION

It is essential to hold your drive at a place where a lot of people are able to contribute. Consider holding your drive at your school, neighborhood, church, club, or other community group that you are a part of. You might even consider collecting donations at places where school supplies are available to purchase nearby.

Tip #3: SPREAD THE WORD

Make sure you advertise your drive. Use the flyers/brochures provided in this kit to spread the word. Mention the drive in a newsletter or email to potential participants. Create an event on Facebook to help get the word out. Consider using Twitter or other social media sites to communicate with participants.

Tip #4: MAKE IT FUN

Consider setting a goal or making your drive a competition to encourage donations! Create a Facebook page to keep everyone connected. Hold a kickoff event. Be creative and have fun!

Tip #5: CELEBRATE YOUR SUCCESS

After your donations have been collected and delivered, congratulate yourself for all of your hard work. Reach out to your team to thank them for their help, and collect feedback about what worked and what strategies should be different if you decide to participate again next year.

Contact us if you need assistance or more information: amilner@laureladvocacy.org

Thank you for supporting the Laurel community!





Collecting & Delivering Items

Collecting Items:

- Feel free to print the flyer for collection bins and attach it to a Rubbermaid container, cardboard box, or other heavy-duty bin for collecting your school supplies.
- Feel free to collect cash, gift cards, or check donations in addition to school supplies! Checks should be made out to Laurel Advocacy and Referral Services, Inc., with "School Supplies" designated in the memo line.

Delivering Items:

- Please deliver items no later than **FRIDAY, AUGUST 4TH, 2017**, in order for us to ensure that students have their supplies prior to the first day of school
- Please bring the donated items to our office at 311 Laurel Avenue, Laurel, MD 20707, during our business hours. We are open Monday, Wednesday, and Friday from 9AM until 2PM and Monday evenings from 5-7:30PM.
- If you must coordinate an alternative drop off time, please contact Alli Milner at amilner@laureladvocacy.org or 301-776-0442 ext. 34. Advanced notice of delivery is appreciated.
- When you arrive, LARS staff will help you unload your donation.
- A donation receipt can be provided upon request.

Thank you for supporting the Laurel community!

