



SCHOOL SUPPLY DRIVE TOOL KIT CONTENTS

- Documents that can be used to label collection receptacles:
 - ✎ A large Crayons to Classrooms logo
 - ✎ A Crayons to Classrooms logo that also lists address and mission
 - ✎ “Reach Out to Students in Need” supply drive logo
 - ✎ A list of most-needed items
 - ✎ A “Visit/Like Crayons to Classrooms on Facebook” collection receptacle sign
 - ✎ A “Follow Crayons to Classrooms on Twitter” collection receptacle sign
 - ✎ Examples of donation receptacles
- Documents that can be copied and pasted into an e-mail to be sent to an “everyone distribution list” of your co-workers to promote a supply drive:
 - ✎ Initial e-mail
 - ✎ Mid-point e-mail
 - ✎ Last call e-mail
 - ✎ Wrap-up/thank you e-mail
- A flyer that can be posted around your building as a bulletin board flyer, etc. to promote your drive
- A document that can be printed and used as a payroll stuffer, internal mailbox stuffer, etc., if applicable to your business
- A description of an Office Clean Up Project to accompany your supply drive
- A description of Fundraising Ideas that will help raise money to be donated to DC2C as well as products—these are “fun-raising” ideas, as well!
- “Not a Shopper” sign – if you would like a supply of donation envelopes to be displayed near your collection receptacle for those employees who do not like to shop, please contact Crayons to Classrooms