Cleveland Kids' Book Bank
Book Drive Tool Kit

Helpful tips for running a successful book drive!

Thank you for hosting a book drive to support the Cleveland Kids' Book Bank!

Our mission is to foster improved literacy and a love of reading by providing free books to children in the Greater Cleveland area, and your book drive will help us make a difference in the lives of kids in need.

Attached are the following items to make your book drive run smoothly and create as little work as possible for you, the organizer! Our goal is to make your book drive as easy and successful as possible!

Your Tool Kit includes

- FAQs
- Kids' Book Bank fact sheet
- Flyers
- Signage for your donation bin

For more information or for additional resources, please contact Leslie FitzSimmons at the Kids' Book Bank at 216.417.1803 or leslief@kidsbookbank.org.

Book Drive FAQs

What types of books should I collect?

Our critical need is books for babies through early readers (board books, learn to read books) and books showing diversity.

- Board Books (cardboard pages, durable)
- Picture Books (books parents would read to their children)
- Beginning Readers (ex. Step Into Reading, I Can Read)

We cannot accept adult books, magazines, textbooks, encyclopedias, coloring books, or books with torn covers.

Can I collect used books?

Yes! We accept new and gently-used books in good condition.

How long should my book drive last?

We suggest running your book drive for no less than a week to give your audience a chance to see your publicity and round up their books to donate.

How can I make my book drive a success?

We recommend promoting your book drive starting at least two weeks in advance via whatever method works best for you: posters, eblasts, newsletters, social media, company intranet, school announcements, flyers etc. Continue to promote the book drive in the days leading up to it and throughout its duration. If you are a business and your collection bins will be in public spaces, consider a press release to spread the word.

Should I keep the Kids' Book Bank updated on my progress?

We'd love to know how it's going! We especially love seeing photos of your progress. And, of course, if you need help along the way, call Leslie FitzSimmons at 216.417.1803 or email leslief@kidsbookbank.org.

Do I need to keep track of how many books I collect?

The Kids' Book Bank does not need a final count but keeping track can help boost donations. For example, if you set a goal, track and post how many books have been collected periodically throughout the drive. Graphs or charts are a good way to track progress publicly and to encourage more donations.

What if someone wants to make a monetary donation?

We are thankful for all donations. People who wish to donate money can do so online at www.kidsbookbank.org or by mail. As the organizer, you can also choose to collect monetary donations and send them or bring them to the Kids' Book Bank.

What kind of collection bin should I use?

That's up to you based on the amount of floor space you have and how many books you expect to collect. Sturdy cardboard boxes or plastic totes work well for collection. Make sure your container is large enough to make a visual impact—and to hold all the books you'll collect! Use the printable flyers/signs in this tool kit to decorate the bins or make your own—include the types of books you are collecting on the donation bin for easy reference. We also have a limited number of 44gal bins (31"w x 33"h) that we can loan out. Call or email Leslie FitzSimmons at 216.417.1803 or leslief@kidsbookbank.org to request a bin.

Do I need to sort the books at the end of the book drive?

No, but we do ask that you remove and recycle any books that are in bad shape (torn pages, written in, ripped covers, or broken spines) before boxing the books.

How do I get the books to the Kids' Book Bank?

Once the books are packed in boxes, they are ready to go to the Kids' Book Bank! You have two options to deliver the books: Arrange a delivery time by emailing Leslie FitzSimmons at leslief@kidsbookbank.org, OR bing your books to some of Cleveland's Little Free Libraries and fill them so kids can have them even sooner! (Maps of the Little Free Libraries we maintain can be found on our website at www.kidsbookbank.org).

Should I do any follow-up at the end of my book drive?

Post photos and number of books collected (if you kept track) at the collection site and share on social media. Tag us @kidsbookbank on Twitter and @ClevelandKidsBookBank on Facebook.

Are there other ways I can help the Kids' Book Bank?

You and your group (teens and older) are invited to come volunteer at our MidTown warehouse to sort and pack books for distribution. Visit http://www.kidsbookbank.org (click Volunteer) for more information.

Thank you! Every book you collect means one more book in the hands of a child with little access to books!

Cleveland Kids' Book Bank Fact Sheet

Use these facts in emails or social media posts to educate your audience and to encourage them to donate to your book drive.

- The mission of the Kids' Book Bank is to foster improved literacy and a love of reading by providing free books to children in need.
- In its first two years of operation, the Cleveland Kids' Book Bank has distributed more than one million books to 95,000+ kids in Cuyahoga County.
- 4,000 people have volunteered with the Kids' Book Bank in just two years.
- The Kids' Book Bank partners with more than 700 organizations to distribute books to children in low-income families.
- Studies show that being read to as a child and having books in the home are the two most important indicators of future academic success.
- The number of books in the home correlates to future reading achievement.
- Two-thirds of low-income families do not own a single children's book.
- In 2016, only 24% of third graders in Cleveland public schools scored proficient on the Ohio Reading Test.
- 61% of Cleveland residents are functionally illiterate.
- Cleveland has the second-highest child poverty rate of major cities in the U.S.—illiteracy is a root cause of poverty.
- Only two-thirds of Cleveland students graduate high school.
- According to the American Educational Research Association, a student who can't read at grade level by third grade is four times more likely to drop out of high school than a child who reads proficiently.

KIDS' BOOK DRIVE

For kids in need in Greater Cleveland

KIDS' BOOK BANK
www.kidsbookbank.org

We need books! Lots of Books!

Donate new or gently-used books.

Board books. Picture books. Beginning Readers.

Books featuring diversity are especially needed.

Book donations will be accepted during these dates: _____

Collection boxes will be located: _____

Questions? Contact: _____

All books should be in good condition (new or gently-loved). Books will be distributed to children in low-income families in Cleveland.

We cannot accept books for adults, magazines, textbooks, encyclopedia sets, coloring books, etc.

THANK YOU!

Insert your logo or name here

KIDS' BOOK BANK

DONATE KIDS' BOOKS!

Help us put books in the hands of families in need.

The Kids' Book Bank needs <u>EARLY CHILDHOOD BOOKS</u> for new moms to read with their babies and preschoolers.

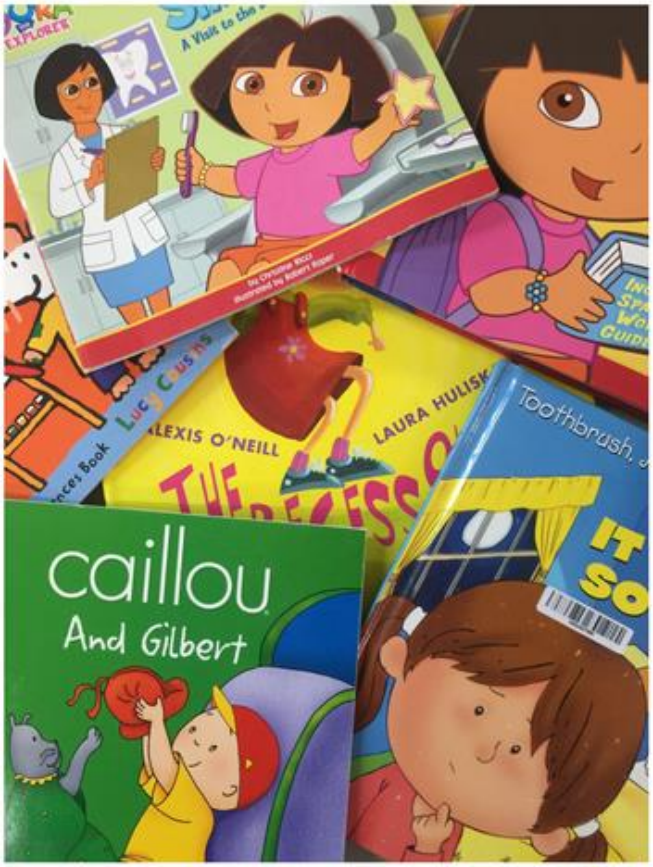
We are collecting gently-used & new books from [DATE] to [DATE]
For more info contact [organizer, phone #].

Learn more about the Cleveland Kids' Book Bank at www.kidsbookbank.org

KIDS' BOOK DRIVE

WHEN: _____

WHERE: _____



KIDS' BOOK BANK
www.kidsbookbank.org

Donate Kids' Books Here

KIDS' BOOK BANK

www.kidsbookbank.org

We Support
Cleveland Kids' Book Bank

Help put books into the hands of Cleveland children in need.

BOOKS CHANGE LIVES.

Kids need books to learn - and to feed their imagination. Together we can create a city of readers.

OUR MISSION to foster improved literacy and a love of reading by providing free books to children in need.

Reading is critical to ensure success in school and in life. But two-thirds of low-income families don't own a single children's book. Cleveland Kids' Book Bank distributes books through agencies that teach parents to read with their children, Little Free Libraries and preschool, after-school and tutoring programs.

Thank YOU!

Your contributions make a difference.

Please make checks payable to Cleveland Kids' Book Bank

www.kidsbookbank.org