



Tools For Teachers, Success For Students

## 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
  - ✎ A list of most-needed items
  - ✎ A photo of sample collection 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 document 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!
- A supply of envelopes to be displayed near your collection receptacle for those employees who do not like to shop

(hard copies of the above are provided as well as a disk that contains each document)