

Volunteer toolkit:

Before your book drive:

- **Identify your team.** Recruit a committee of volunteers to assist you with planning and pick-ups on collection day.
- **Decide on the logistics.**
 - Determine where to hold the book drive. Good locations include: your residential complexes, small retail businesses or local schools. You don't have to choose just one.
 - Choose an appropriate time to hold the book drive. Join forces with an already-scheduled community event, or piggyback on a national celebration. (See below for suggestions).
 - At each collection location, ask for approval from management, and place boxes in a highly visible area.
 - Determine what type of books you want to collect and what age group you are targeting. Your range can be as wide or narrow as you like.
 - Determine the length of your book drive. A typical one lasts 2 – 3 weeks.
- **Organize your materials.** You'll need boxes to distribute to complexes, businesses, storage space for the collected books and flyers to advertise your drive.
- **Plan a kick-off event.** Host a party and ask each attendee to bring a book. Consider alerting local media to amplify your message.

During your book drive:

- **Motivate.** Create a raffle or organize a competition to encourage friends, neighbours, other parents, club members and co-workers to donate. Keep track of which location and which individual contributes the most books. Recognize the donors with certificates or awards.
- **Spread the word.** The most successful way to gather books is to ask your personal network to contribute. Make these requests in person or by phone.

After your book drive:

- **Sort your books.** Count the number of books you collected, and sort them by age range or where they will be donated.
- **Celebrate.** Host a drive-ending celebration to report the total number of books you collected and thank your participants. Report your total to the local media.

- **Debrief.** If you plan to hold a drive again in the future, get your committee together to consider what worked and what didn't. Document changes to make your next book drive even better.