



# 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 of the Cleveland Kids' Book Bank is to foster literacy and a love of reading by distributing free books to children in need through collaboration with community partners.

Attached you will find the following items to make your book drive run smoothly and create as little work as possible for you, the organizer!

## **Your Tool Kit includes**

- FAQs
- Kids' Book Bank fact sheet
- Flyers/Posters
- Signage for your donation bin
- Wrap-Up information

For more information or for additional resources, please contact us at 216.417.1803 or [volunteer@kidsbookbank.org](mailto:volunteer@kidsbookbank.org).

# Book Drive FAQs

## What types of books should I collect?

Our critical need is books for beginning readers and books showing diversity.

- Board Books (cardboard pages, durable)
- Beginning Readers (ex. Step Into Reading, I Can Read)
- Books for any age featuring characters of color, characters of non-American nationalities, LGBTQ+ characters, or characters with disabilities

We cannot accept

- adult books
- textbooks
- dictionaries
- encyclopedias
- magazines
- coloring books
- books that are outdated, torn, yellowed, moldy, or otherwise in poor condition
- books with the last copyright earlier than 2000

## Can I collect used books?

Yes! More than 90% of the books we distributed are gently used.

We accept new and gently used books in good condition and are especially in need of books that show diversity.

## 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 media works best for you: posters, eblasts, newsletters, social media, company intranet, school announcements, flyers etc. Continue to remind your potential givers about 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.

## 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 you boost donations. For example, if you set a goal of 250 books, 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 to reach your goal.

### **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](http://www.kidsbookbank.org) or by mail. As the organizer, you can also choose to collect monetary donations and mail a check or bring the donation to the Kids' Book Bank.

Checks can be made out to Cleveland Kids' Book Bank and mailed to

Cleveland Kids' Book Bank  
3635 Perkins Ave.  
Cleveland, OH 44114

## **What kind of collection bin should I use?**

That's up to you based on the amount of 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 (new and gently used children's books) on the donation bin.

We also have a limited number of 44gal bins (31" w x 33" h) that we can loan out. Call or email us at 216.417.1803 or [volunteer@kidsbookbank.org](mailto:volunteer@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 to bring to us.

## **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:

1. Arrange a day and time for delivery of the books by emailing [volunteer@kidsbookbank.org](mailto:volunteer@kidsbookbank.org)
2. If you have a large number of books (more than ~150), you can request a pickup at your office or school. Please note we cannot pickup books from residences. Email [volunteer@kidsbookbank.org](mailto:volunteer@kidsbookbank.org) to request a pickup. Please note pick up may take up to two weeks depending on our driver's pickup and delivery schedule.

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

Post photos of the collection boxes and share on social media. Tag us @kidsbookbank on Twitter and Instagram and @ClevelandKidsBookBank on Facebook.

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

You and your group (13+ with an adult and older) are invited to come volunteer at our MidTown warehouse to sort and pack books for distribution. Visit [www.kidsbookbank.org](http://www.kidsbookbank.org) for more information.

***Thank you! Every book you collect means one more book in the hands of a child.***



## 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 literacy and a love of reading by distributing free books to children in need through collaboration with community partners.
- The Cleveland Kids' Book Bank has distributed more than 3.25 million books, reaching 100,000+ kids annually in Greater Cleveland since opening in 2016.
- More than 8,000 people have volunteered with the Kids' Book Bank.
- The Kids' Book Bank partners with more than 1,500 organizations to distribute books to children in underserved neighborhoods.
- 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.
- 66% of Cleveland residents are functionally illiterate.
- Cleveland has the second-highest child poverty rate of major cities in the U.S. (2018) at 48.7%—illiteracy is a root cause of poverty.
- 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



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: \_\_\_\_\_

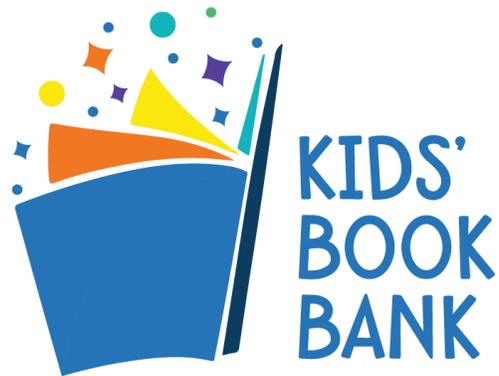
Collection boxes will be located: \_\_\_\_\_

Questions? Contact: \_\_\_\_\_

All books should be in good condition (new or gently loved). Books will be distributed to children in Greater Cleveland who don't have access to books.

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

**THANK YOU!**



# DONATE KIDS' BOOKS!

Help us put books in the hands of local families.

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](http://www.kidsbookbank.org)



# Donate Kids' Books Here



***Thank you for your support!***