



KIDS' BOOK BANK

LEAD TO READ

*A student guide
for service hours and leadership experience
with the Cleveland Kids' Book Bank*



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

What is LEAD TO READ?

Lead to Read is a structured, student-led leadership and service program that empowers middle school and high school students to make a meaningful impact in their communities by expanding book access for children across Northeast Ohio.

Students can meet service hour requirements while building character and leadership skills and strengthening their resumes.

Through Lead to Read students can support the Kids' Book Bank in these ways:

- 1. Host a book drive**
- 2. Run a fundraising campaign**
- 3. Volunteer at the Kids' Book Bank**



HOST A BOOK DRIVE

1

MEET WITH A TEACHER OR ADMINISTRATOR

Meet with an adult leader or program facilitator to get permission to host a book drive at your school or organization. **This person will also sign off on your service hours.**

2

REGISTER YOUR BOOK DRIVE

Register your book drive at www.kidsbookbank.org/lead-to-read. You'll be able to schedule a time to pick up our branded collection bins (optional) and tell us how long your book drive will run. More details on book donation guidelines are available on our website as well.



3

PROMOTE YOUR BOOK DRIVE

Spread the word! Consider school announcements, posters, flyers, letters home, or a letter to every class teacher. Be sure to include information about the Kids' Book Bank, book donation guidelines, and specific details about your drive, including dates and drop off locations.

4

COLLECT BOOKS

Once you've promoted your drive and set up your collection bin(s) in a high traffic area, it's time to collect the books! Keep a close eye on your collection bin and consider emptying it into smaller bags/boxes on a daily basis. Make sure you have a safe place to store collected books for the duration of your book drive.

5

DONATE THE BOOKS TO KIDS' BOOK BANK

Congratulations on running a successful book drive! If you collected more than **750 books**, you can schedule our truck to pick up the books from your school. Please contact info@kidsbookbank.org to schedule a pick up, and be prepared to tell us how many books and boxes you've collected. *The books must be packed in boxes or bags.*



If you have fewer than 750 books, you can drop off your books and any branded yellow bins to our warehouse Monday through Friday between 9:00am and 4:30pm.



RUN A FUNDRAISING CAMPAIGN

1

COMMIT TO THE CAUSE

If you feel passionate about our mission to foster literacy and a love of reading by providing free books to children in collaboration with partners, we hope you will help us make sure that all kids have access to books! In addition to donating your time and your talent, you can help by donating treasure.

2

REGISTER YOUR CAMPAIGN

Register your personal fundraising campaign by emailing us at info@kidsbookbank.org. Let us know a goal, and we can help support your campaign with templates, marketing materials, and more!

3

MAKE YOUR PERSONAL GIFT

All personal fundraisers start with a personal gift. Gifts of any size are appreciated and valuable. Go to www.kidsbookbank.org/donate, select Lead to Read as your campaign, and in the notes section put your name or the name of your school. This is the name that you will share with others so that you get credit for their contributions to your campaign.

4

MARKET YOUR CAMPAIGN

Using your personal network, you can share text, email, phone, and letters to communicate your passion for the Kids' Book Bank mission, the goal of your campaign, and your request to have others support this cause.

5

CLOSE YOUR CAMPAIGN

Congratulations on completing your fundraising campaign! Every dollar matters. Regardless of if you hit your goal, exceed it, or fall short, more people know about the Kids' Book Bank, and we are grateful for every dollar raised. Send thank yous to those who gave, and make sure people know that they can continue to support the mission of the Kids' Book Bank by visiting www.kidsbookbank.org. The Kids' Book Bank will provide you with a campaign summary report at the conclusion of your campaign.



VOLUNTEER AT THE KIDS' BOOK BANK

Volunteering at our warehouse is fun way to see your support in action while earning service hours. During a two hour shift, you can sort, sticker, or pack children's books to prepare them for distribution to our community partners. You can organize a group event, or sign up as an individual.

Please note: regular volunteer shifts are for ages 13+ (13-15 with an adult). Family shifts are available for ages 8 - 12.

1

CREATE A VOLUNTEER PROFILE

Visit www.kidsbookbank.org/volunteer to sign up. You'll be prompted to fill out a registration form to be able to sign up to volunteer. A guardian's e-signature is required to register if you are under 18.

2

SUBMIT A GROUP REQUEST (OPTIONAL)

If you are bringing between 5 and 40 people to volunteer, please fill out a **Group Request Form** at www.kidsbookbank.org/volunteer. Our volunteer team will find a date for your group. Groups will receive a private link for participants to register themselves.

3

SIGN UP FOR YOUR PREFERRED DATE(S)

Volunteer shifts are Monday through Saturday. All participants will sign themselves up for their preferred date(s), even if it's a group event. You can sign up for multiple dates at a time. Shifts become available on our public calendar 60 days in advance.

4

BRING YOUR SERVICE HOURS FORM

Don't forget to bring your service hours form with you when you volunteer! **Note: our staff can only sign off on hours completed on-site at our warehouse. Any service hours spent on book drives or fundraisers must be signed off on by an adult facilitator.**



SERVICE HOURS LOG

You can log service hours for all aspects of your Lead to Read project. **An adult facilitator is responsible for signing off on service hours that are not completed on-site at the Kids' Book Bank.** The Kids' Book Bank will sign off on volunteer hours completed in our warehouse.

Your Name: _____

Your Email: _____

School/Organization: _____

School/Org. Facilitator Name: _____

Relationship to you (teacher, guidance counselor, coach, etc.):

Facilitator email: _____

HOURS DOCUMENTATION

Please note, this does not need to be an extensive list of tasks. A general description of how hours were used is fine. For example:

8/18/26 2 Designed posters, hung them up at school, placed collection bins

DATE:	# OF HOURS	TASKS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL HOURS _____

Facilitator's signature _____

DATE: _____

Your signature _____

DATE: _____

