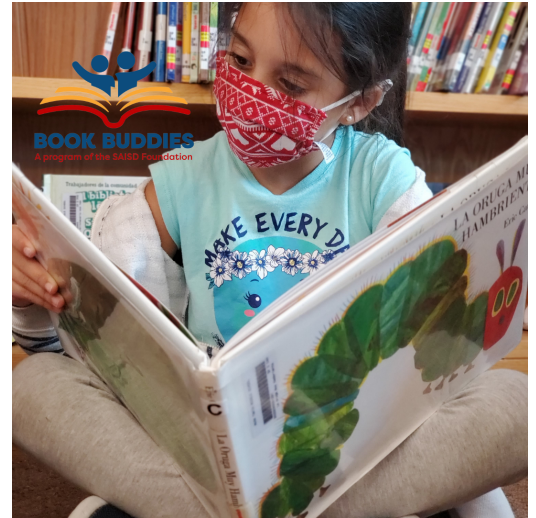


How to organize a successful book drive for Book Buddies!

Book Buddies is a program of the SAISD Foundation that provides free children's books to tens of thousands of students in San Antonio ISD schools. The pivotal goal of our program is to help children grow their own home libraries enabling them to be strong and proud readers. Follow these tips to host a book drive in your neighborhood or at your church, business, or school.



Books needed:

- Gently used or new books appropriate for preschool, elementary and middle school-aged students. Board books, picture books and chapter books are ideal.
- We are unable to find homes for musty or damaged books, magazines, coloring books, encyclopedias, textbooks, or books for adults.
- Culturally relevant books and books in Spanish are greatly needed.

Financial and in-kind donations:

- Financial donations help purchase new culturally relevant and home-language books, ensuring that every child we serve has the affirming experience of seeing themselves reflected in the books they read. You can make a financial gift at saisdfoundation.com/donate and note "Book Buddies" in the comments.
- Offer your community the option of making a donation if they don't have kids' books. Will your/their employer match gifts or match volunteer time with cash?
- Gift cards to bookstores are also welcome!
- Book cleaning supplies are appreciated. Find an [Amazon wish list here](#).
- Book or banana boxes are always high-need items.

Before your book drive:

- **Decide on the logistics.**
 - Will your group collect books, financial donations, gift cards, supplies, or a combination?
 - Where will the book drive be held? Good locations include your office, small retail businesses, or local schools. You don't have to choose just one. You can ask businesses in your area to collect books for the drive. Neighbors can drop off books in a container on your doorstep.

- Choose an appropriate time to hold the book drive. Join forces with an already-scheduled community event, work event, or piggyback on a national celebration.
- Boxes or bins for book collection should be placed where they will be most visible, such as in entryways or lobbies, or, as an alternative, in offices or classrooms. Boxes or bins should be strong enough to hold large numbers of books. Plastic storage bins (18-gallon) work well.
- Determine the length of your book drive. A typical drive lasts 2-4 weeks.
- **Organize your materials.** You may need boxes to distribute to businesses, storage space for the collected books, and flyers or social media graphics to advertise your drive. On this [site](#), you can download a flyer for a book drive.
- **Plan a kick-off event.** Host a party, and ask each attendee to bring a book. Share in a neighborhood, group, or work newsletter. Consider alerting local media to amplify your message.

During your book drive:

- **Motivate.** Create a raffle or organize a competition to encourage friends, neighbors, 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. To reach a larger audience:
 - Write a press release to share with television, radio and newspapers.
 - Spread the word via newsletters, Twitter, Instagram, or Facebook.
 - Post fliers and posters. Clearly state book donation guidelines and information about financial donations and desired new books. A reminder when promoting a book drive: We want to give children the best quality of gently used books possible.
 - Posters advertising the book drive should be placed by the book collection bin(s) and in prominent areas around the venue. [Click here to download a poster for your collection bins.](#)
- **Take photos!** Feel free to share your pictures on social media & use the hashtag #BookBuddies plus tag the @SAISDFoundation on Instagram, Twitter and/or Facebook.

After your book drive:

- **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.
- **Drop off.** Books can be dropped off at the Book Buddies warehouse located off Hwy. 90 & SW 36th street at 311 North Frank Luke Dr. #108. Make

arrangements for a drop-off day & time by emailing Alumni & Community Engagement Manager Carrie Smith at csmith@saisd.net or by calling (210) 554-2235.