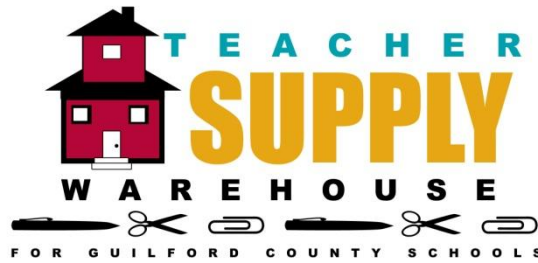


How to Run a School Supply Drive



1. Set the starting and ending dates for the Supply Drive.
2. Determine convenient location to accept donations in your place of business.
3. Obtain a box and attach information sheet to it, including the dates of the drive.
4. Publicize the Supply Drive to your co-workers/customers
 - a. Post signs around your place of business.
 - b. Send email to co-workers/customers.
 - c. Submit press release to local media.
 - d. Notify by Word-of-Mouth.
5. Accept donations for the length of your supply drive.
6. Deliver donated items to the Teacher Supply Warehouse.
7. Notify the Guilford Education Alliance of your School Supply Drive by email GEA@GuilfordEducationAlliance.org or call 336-841-4332; a tax receipt for your donation will be mailed to you after delivery of the supplies to the Warehouse.

For more information and a list of needed supplies, go to www.GuilfordEducationAlliance.org/teacher-warehouse.php

The Teacher Supply Warehouse is located at 1601 Yanceyville Street, Greensboro

Thank you very much!

