



August 1st – August 31st, 2010

How to host a supply drive:

Thanks for your interest in partnering in the KGW School Supply Drive benefitting Schoolhouse Supplies! Supply Drives enable us to keep our Free Store stocked with supplies for teachers and students year round. Not only are Supply Drives great for Portland schools, but they are also fun and easy to host!

Register

- Simply **fill out the Registration Form** and fax or email it to our Store Manager:

Bo Bullock

bo@schoolhousesupplies.org

Phone: 503.249.9933

Fax: 503.249.9364

- Schedule a time on August 31st** to drop your collected supplies off at the KGW Studios (1501 SW Jefferson) for an on-air results sharing.

Tips on how to make your supply drive a success!

Promote:

The one key element for making your Supply Drive a success is spreading the word! Here are some helpful tips to help promote your drive.

Before the Supply Drive:

- Hang Supply Drive posters (provided by Schoolhouse Supplies) in high traffic areas.
- Send out an interoffice memo or email announcing the supply drive and where barrels are located within your office.
- Announce the supply drive in your newsletter or other promotional materials.

During the Supply Drive:

- RSVP to our **Kick-Off Party** at Pioneer Courthouse Square on **August 3rd**, from **12:00 to 1:00PM**
- Place the provided posters near your collection containers.
- Remember, a little competition goes a long way. Create collection teams within the office and award prizes to those who collect the most.
- Create fun collection themes, such as *Casual Crayon Fridays*, or *Marker Meetings* to encourage and reward team donations.
- Announce through an email or memo when the drive is reaching its end (about one week prior to the last day of the supply drive)

Delivery Day:

- Make sure you have a scheduled time slot to drop off your supplies during **Studio Day, Tuesday August 31st**. (Between 9 Am & 4:30 PM)
- Hosting a Tally Party is a great way to bring your Supply Drive to a close and it usually takes less than an hour. You'll be amazed at what you collected!
- Don't forget to take photos for your newsletter!
- Deliver your collected supplies to the **KGW studios** (1501 SW Jefferson) on **Tuesday, August 31st**. Live cut-ins of the donations being dropped off will be happening throughout the day!