



School Supply Drive Tool Kit

Thank you for supporting local teachers served by Mass Teacher Resources! All donations received through your efforts will be used to stock our Teacher Free Store, where local teachers can shop for the items they need free of charge.

We developed this tool kit to help you plan, execute and deliver a successful School Supply Drive. If you have any questions or need additional support, please call us at 781-281-8425 or email maureen@massteacherresources.org

Step 1: Pull Your Team Together

Invite your family, friends, neighbors, fellow club/troop members and others in your community to help you plan the School Supply Drive.

Step 2: Make a Plan

- A. Determine the timeline for the Supply Drive
 - Set a start date and end date
 - Identify the best location(s) to place the collection boxes
 - Consider public spaces or community organizations – even local stores and supermarkets
 - Be sure to coordinate with the site how donations will be secured
- B. Put together the list of supplies you will need to have or make, including:
 - Collection box(es)
 - Flyers and signs
 - Use the materials provided by MTR or make your own!
 - Tape, scissors, markers

Step 3: Promote

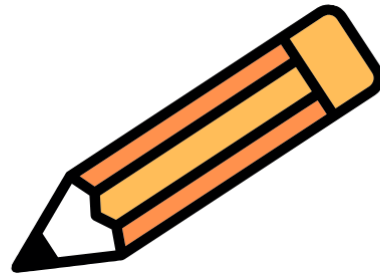
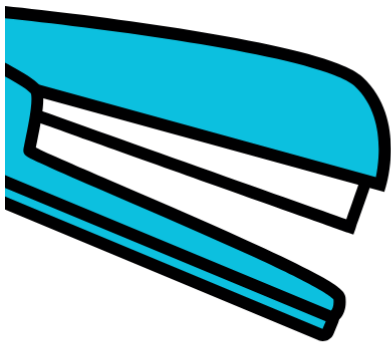
- A. Make flyers to advertise the Supply Drive
 - Be sure to include important information, such as date(s), time (s) and location(s)
 - Don't forget to include that all donations benefit Mass Teacher Resources
- B. Distribute the flyers locally
 - In public spaces, on supermarket bulletin boards, in school/work newsletters and local papers
- C. Use technology to get the word out – social media and texting are great tools

Step 4: Deliver the Donations

Coordinate with Mass Teacher Resources how best to get your donations to our Teacher Free Store. Be ready to smile – we will take pictures to promote and thank you for your support!

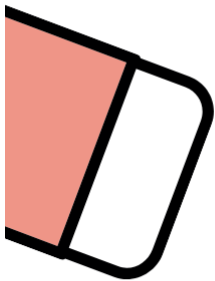
Step 5: Celebrate Your Success

Feel proud that you took action to make a difference for local teachers. With your support, Mass Teacher Resources will provide classroom supplies to teachers at almost 300 schools in Greater Boston.



SCHOOL SUPPLIES DRIVE

To Benefit



Mass Teacher Resources



Place: _____

Date: _____

Time: _____



Mass Teacher Resources provides free school supplies to teachers at Title 1 schools in 70 communities across Greater Boston

www.massteacherresources.org

MTR is fiscally sponsored by Third Sector New England, Inc.





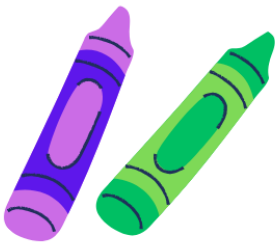
Mass Teacher Resources

HELP TEACHERS GET THE SUPPLIES THEIR STUDENTS NEED

Without having to spend their own money

Most requested school supplies:

- Pencils
- Folders
- Notebooks
- Glue and Glue Sticks
- Pencil cases
- Crayons
- Colored Pencils
- Washable Markers
- Construction Paper
- Index Cards
- Children's Scissors
- Stickers



All donations will be used to stock the

MTR Free Store

400 West Cummings Park, Suite 6250
Woburn