



## **BOOK DRIVE GUIDELINES**

### ***How to Begin...***

#### **COMMUNICATION/PUBLICITY/PROMOTION**

- Design Document Explaining Drive Objectives
- Design Publicity Flyer
- Develop Publicity Campaign
- Create Press Release

#### **COLLECTION**

- Determine Collection Sites/Times
- Determine Length of Drive
- Decide on Collection Bins

#### **SORTING/LABELING/STORAGE**

- Labels (To be provided by Cops 'n' Kids of Easton)
- Determine Storage Sites Within Facility
- Decide Specifics for Sorting/Labeling Process
- Establish Sorting/Labeling Schedule

#### **TRANSPORTING**

- Determine Collection Schedule
- Establish Procedure for Moving Books from Collection Sites to Storage Sites
- Determine Procedure for Delivery to COPS 'n' KIDS