



Host a Book Drive

Benefitting:
Philadelphia READS Jacoby Book Bank

5 Steps to a Successful Book Drive

We are excited that you are considering hosting a book drive! The steps below are guidelines designed to help you host a successful book drive.

1. **Scheduling your book drive** Will your book drive be a one-night event, a week-long or a month-long event?
2. **Location, Location, Location!** Place the collection boxes/bins/containers in a high-traffic area. Suggested locations: office lunch room, building lobby, student centers.
3. **Promote** Spread the word about the book drive through all your networks! Use e-mail blasts, Facebook announcements, and flyers to let people know that the book drive benefits the Philadelphia READS Book Bank, the environment (by recycling gently used books), and the students of Philadelphia.
4. **Sort** The Book Bank is arranged like a book store – books are displayed according to type and level. This makes it easy for teachers to find the books they need for their classroom libraries. It's a huge help to our volunteer-driven organization when books arrive at the Book Bank sorted into categories (i.e. board books, picture books, beginner chapter, middle school chapter, etc.).
5. **Delivery** The Philadelphia READS Book Bank is located at the Martin Luther King High School, 6100 Stenton Avenue, Philadelphia, PA 19138. Please use the Haines Street lot and entrance. The Book Bank accepts book donations on Mondays and Wednesdays 2:30-6:00 p.m. Please contact Whitney Unis at wunis@philareads.org or call (215) 279-7450 to make arrangements to drop off your books.

We Could Not Do It Without You! Philadelphia READS appreciates your dedication to raising the literacy skills of young students. The time and energy you devote to hosting a Book Bank book drive helps us provide books for classroom libraries to Philadelphia educators – who teach in public, charter and parochial schools, day care centers and after school programs. All books in the Book Bank are provided by awesome, generous donors like you!

If you are interested in hosting a Book Drive please email Whitney Unis at wunis@philareads.org for more information.



Book Drive Registration Form

Thank you for your interest in hosting a Philadelphia READS Book Drive. Our Book Bank provides children’s books and school supplies to Philadelphia educators who teach in public, charter and parochial schools, day care centers, after school programs and other educational sites. All books and supplies are donated through book drives and individual donations.

Please complete this form and return it to Whitney Unis at wunis@philareads.org. Philadelphia READS will supply you with guidelines to help make your Book Drive successful. If you have any questions throughout the process please do not hesitate to reach out. Thank you for your time and commitment to *raising a city of readers*.

First Name		Last Name	
Your Mailing Address			
Email Address		Phone:	
Name of Individual or Organization Hosting Book Drive			
Book Drive Site			
Book Drive Site Address			
Book Drive Start Date		Book Drive End Date	
Purpose for Hosting Book Drive			
Expected Book Delivery Date			
What You Plan to Collect (check all that apply)	<input type="checkbox"/> Board Books	<input type="checkbox"/> Picture Books	<input type="checkbox"/> Middle School Chapter Books (grades 5-8)
	<input type="checkbox"/> Leveled Readers	<input type="checkbox"/> Low Chapter Books (grades 2-4)	<input type="checkbox"/> School Supplies

Signature: _____

Date: _____

-----Philadelphia READS Staff-----

Received by: _____

Date: _____



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Guidelines for Book Donations

What we accept:

- We accept gently used/new children's books (board books, picture books, leveled readers, easy chapter books, and popular series such as Diary of a Wimpy Kid, Junie B. Jones, etc.).
- **Greatest need: Gently used/new board books, picture books, and leveled readers.**
- Books geared towards children in preschool-4th grade.
- **Books in good condition that appeal to children today (have culturally relevant storylines, characters that reflect the demographic of students in Philadelphia, etc.).**

Here's what we do not accept:

- Adult books
- Text books
- Really old/outdated books and books in poor condition
- Any books geared for kids older than 4th grade. (We have a very limited space in which to store the books and at this time we have plenty of books for upper elementary/middle school students.)

Tip: Ask yourself, "*Would I give this book to my child/a child I know?*" If the answer is *no*, then we don't accept them either.

Please make sure your donation does not include any of the books that we can't use. Since we have limited storage space and a small core of volunteers who keep the Book Bank running, we prefer not to have to find a new home for the books that we are unable to use. If you end up collecting books that we cannot accept, please try donating them to the Salvation Army, Goodwill, or a local homeless shelter.