



10 Books ^{At} Home®

SUCCESS STARTS AT HOME

BOOK DRIVE TOOL KIT



**EVERYTHING YOU NEED TO KNOW TO
RUN A SUCCESSFUL
BOOK DRIVE
FOR
10 BOOKS A HOME**

Featured Book Drive

“Our Book Drive was a great way to connect with customers and let them know of a good cause in their local community.” –Christina Kayes, Store Manager, Peet’s Coffee & Tea



Peet’s Coffee & Tea in Palo Alto, CA hosts a 10BH Book Drive.

What You Need to Know To Get Started

What is 10BH?

An early education Child-Parent Home Tutoring Program located in East Palo Alto, CA. 10BH’s mission is to raise student achievement in low-income schools by ensuring:

1. Children develop a deep motivation to learn before entering kindergarten.
2. Children enter kindergarten with well-developed school readiness skills.
3. Parents create educational opportunities for their children.

How does 10BH use book donations?

Each book is given to a 10BH child and family to further their language, reading and comprehension skills. Through reading and interacting with their Role Model, children build school-readiness skills and develop a love for learning.

What books does 10BH accept?

Book Requirements:

1. Must be age-appropriate for preschool-aged children (3-5 years)
2. Must be in gently used to new condition

Ideal Books:

1. Board books
2. Picture books

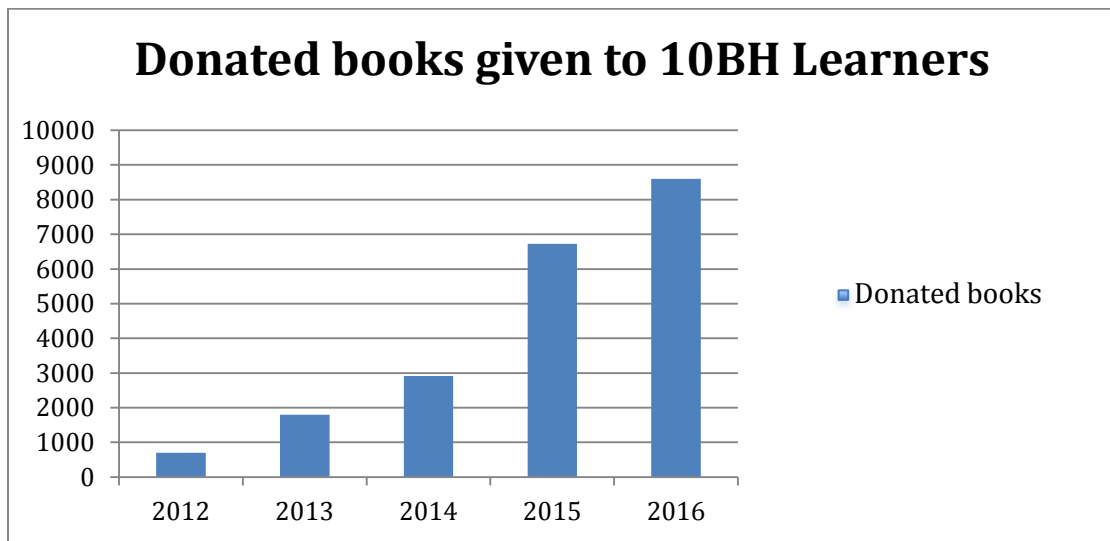
Wish Book List: Each book below is used by our volunteer Role Models to teach children specific school-readiness skills. A separate copy is given to the family to practice with independently.

1. [Richard Scarry's Best Word Book Ever](#) (Hardcover) (ISBN-10: 0307155102). Vocabulary book. Used to teach words, characteristics, purposes, and new experiences.
2. [Bilingual Richard Scarry's Best Word Book Ever](#) (Hardcover) (ISBN-10: 0873588746). Vocabulary book. (For Spanish speaking families). Used to teach words, characteristics, purposes, and new experiences.
3. [Wipe-Off My Alphabet Book](#) (Softcover) (Item #: T-94117). Writing book. Used to teach fine motor skills, letter and name writing.

Resources for Picking Age-Appropriate Books:

1. [Barnes & Noble](#)
2. [Good Reads](#)

How many books are needed in the coming years?



Who should you contact at 10BH for questions/concerns?

Paul Thiebaut III
community@10booksahome.org
(650) 485-4877

Who are some of 10BH's past book donors?

Schools

Bing Nursery School
Bright Horizons
Menlo Atherton Cooperative Nursery School
Duveneck Elementary School
Castilleja School
Escondido Elementary School
Arundel Elementary School
OFJCC Preschool

Organizations

Cub Scouts, Pack 54, Mountain View
Redwood City Literacy Council
Philanthropic Educational Organization
100 Women Charitable Foundation
Women's Club of Palo Alto
InkRaged
Palo Alto City Library
Palo Alto Trophy and Shirtstop
Bowers Office Center
Discovery Printing
Menlo Park Presbyterian Church
Lambda Sigma Gamma Sorority
Palo Alto Girl Scouts (troop 60784)
Palo Alto Girl Scouts (troop 61621)
Mountain View Girl Scouts (troop 60844)
Northern Cal. Women's Hockey League

Cafe Zoe

Oshman Family Jewish Community Center
Trinity Presbyterian Church, San Carlos
Eileen Fisher, Stanford Mall
Peet's Coffee and Tea, Town and Country
Comerica Bank, Palo Alto
Simon Malls
Friends of the Napa Library

Individuals

Vidya Vineet
Claire Fiennes
Rebeca Burciaga and Kristin Duriseti
Gina Hart
Vinita Alwyn
Michal Shalon
Fiona Walker
Karen Wee
Victoria Sullivan
Rachael Boldero
Toni Ouradnik
Barbara Almond
Cindy Cullen
Marit Hirsch
Suzanne Smith
Rosemary Bushner
Petra Diekes-Thrun



Claire Fiennes and her children show off all of the books they donated.



Cub Scout Pack 84 collected and donated 300+ books to 10BH.

Step 1: Getting Organized

Here's a suggested list to start with:

1. Set up a committee of volunteers to assist in the book drive
2. Determine when and where to hold the book drive
3. Determine the length of the book drive
4. Set book drive goals
5. Clearly communicate book donation requirements to potential book donors
6. Promote the book drive
7. Run the book drive (take lots of photos!)
7. Deliver the books and photos to 10BH
8. Thank your donors

Step 2: Setting Up a Committee of Volunteers

Who to include to generate interest and support:

Friends
Family members
Community leaders
Librarians
Managers
Co-workers
School principal

Step 3: Where to Hold Your Book Drive

Birthday Parties:

- Request your guests bring new or gently used books to donate instead of or in addition to presents
- Ensure your guests have a clear understanding of 10BH, who we are and what we do, so they can familiarize themselves with the cause they are supporting (brochures available upon request)

- Inform guests in advanced what type of books to donate
- Below are some fun examples of ways to promote book donations at your birthday party:

1. Make signs that catch your guest's attention!



2. Get the kids excited by making a book-shaped birthday cake!



3. Set up an informative booth



Schools:

- Obtain permission within the school, through the principal or director, before you proceed with the book drive
- Request or print out 10BH brochures to share the information with others



- Create or ask 10BH for flyers to give to the children to bring home to their families

**A 10BH book drive station at
Bing Nursery, Stanford, CA.**

- Include the book drive information in the school newspaper, newsletter or email distribution list
- Make posters with the dates and location of the book drive and hang them throughout the school
- Consider providing an incentive for the class that collects the most books, or keeping a graph in the school lobby of how many books were collected by each class and the school as a whole
- Think about forming a 10BH lunchtime or after school club

Businesses and Service Organizations:

- Publish an announcement in your group's newsletter OR send an email blast to all employees/members
- Contact 10BH for posters, brochures; print out information from our website

Religious Organizations/Places of Worship:

- Religious school classes or individual students may want to run a book drive for a confirmation, service or mitzvah project
- Ask religious leaders to assist in promoting your book drive
- Publish an announcement in the organization's newsletter or calendar
- Make flyers and 10BH brochures available to the congregation

Step 4: When to Hold Your Book Drive

- A Book Drive for 10 Books A Home can be held at any point in time, but here are some common times to hold book drives:
 - [Banned Books Week](#) (September)
 - [Teen Read Week](#) (October)
 - [National Family Literacy Day](#) (November)

- [Read Across America Day](#) (March)
- [National Library Week](#) (April)
- [Screen-Of Week](#) (April)
- [Week of the Young Child](#) (April)
- [Children's Book Week](#) (May)
- [Reading is Fun Week](#) (May)
- [Get Caught Reading Week](#) (May)

Step 5: Determine How Long to Run the Book Drive

- Book Drives can run from one day to two weeks to a month. Donors need time to receive the information, go through their personal libraries and get the books to the collection site.
- There is no set length of time a Book Drive must run; work with your committee, if you have one, and your venue, to determine what's the best for you book drive.

Step 6: Set Book Drive Goals

- Consider the length of your Book Drive and determine the number of books you wish to collect.
- Keep an organized spreadsheet of your goals to update each day, week, or month.
- Inform donors of your book donation goals to motivate others for donations.

Step 6: Setting Up Your Collection Site

What to use:

1. Boxes
2. Bins
3. Baskets

****Make sure your boxes, bins or baskets are strong enough to hold a large number of books and can easily be transported to the 10 Books A Home office****

Where to set up your collection site:

- Areas that are the most visible and easy to reach, like: entryways, lobbies, and hallways

What to include at your collection site:

1. Posters advertising the book drive and 10 Books A Home
2. Start and end dates of the book drive
3. 10 Books A Home brochures and contact information
4. Book drive goals (optional)

Step 6: Promoting Your Book Drive

Write a Press Release:

- Include who, what, when, where, how and why. We'd appreciate you sending us a copy for our files of any news releases or articles that are printed

Step 7: Once the Book Drive is Over

Steps to take:

1. Count the books (please!)
2. Package books, if not already, in sturdy boxes or bags (10BH can provide boxes or bags)
3. Fill out 10 Books A Home Book Donation Form
4. Contact 10 Books A Home office at (650) 485-4877 to schedule a drop-off time
5. Deliver all books and Book Donation Form to 10 Books A Home office (1735 Woodland Ave. #11, East Palo Alto, CA, 94303)
6. Thank all of your donors!

Thank you for your support.

community@10booksahome.org

650) 485-4877