

HOST A BOOK DRIVE

GET STARTED:

Book drives are a fun and easy way you can support RIF's efforts in addressing the literacy crisis right in your own community. We know that every book you are able to collect counts so keep these simple ideas in mind while planning your book drive:

- Select a Location
 - Choose a location for your book collection. Hosting a party? Have guests bring a book to donate rather than a traditional gift for the host. Work in an office? Rally different departments by holding a competition for the most books donated. Other sites could include grocery stores, gyms, book stores, banks, and restaurants.
- Select the Date(s) and Times
 - Make sure to give your potential donors plenty of flexibility for times to drop-off their books.
- Promote the Book Drive
 - Be sure to raise awareness for your book drive in the weeks leading up to the event. Consider developing flyers, utilizing social media, and even launching the book drive with a press release in your local area.
- Create Book Bins
 - Remember that you will need an easily identifiable receptacle at each collection location for the books with a sign publicizing the book drive. Make sure that you select secure locations for the books to be collected and stored.
- Host the Book Drive
 - Send out reminders before and during the book drive. Consider setting a goal and showing progress towards that goal throughout the book drive.

- Collect and Sort the Books
 - Once you reach your “due date,” collect and sort all books in a central location. Some books may not fit the necessary criteria (listed below) and should be removed from the books that will be donated.

- Deliver the Books
 - RIF does not collect or store books at a national level. We suggest you contact a local school or children’s organization to host a book event using the books you have collected during the book drive.

- Add the RIF Brand
 - Email us for the RIF logo at knicholson@rif.org and use it to create a banner, bin signs or even RIF stickers to place on each donated book.

- Add Some Extra RIF Collateral
 - Visit <http://www.cafepress.com/rifmerchandise> to check out RIF’s Merchandise Store and take a look at some fun, low-cost items you can give away for those that drop off books.

BOOK QUALITY AND SELECTION:

RIF is committed to delivering the highest quality of books to children. A RIF-approved book drive must adhere to the following quality guidelines:

- All books must be new or like new
- Books must be age appropriate
- Hardback books are recommended for durability

If you have any questions or need help connecting to a local site to deliver donated books, please contact:
Kate Nicholson , Manager, Community and Partnerships
knicholson@rif.org **202-536-3579**