

Planning Your Book Drive

Planning ahead is the key to a successful book drive. This section will walk you through every step, from choosing a collection site to delivering books to children in your community.

Book Drive Planning Checklist

Before launching your drive, make sure you've completed each of the following steps.

□ Read the Ambassador Handbook

Become familiar with BelieveNBooks' mission, expectations, and donation guidelines.

□ Complete the Student Agreement

Submit your signed agreement before beginning your first project.

□ Schedule Your Introductory Call

Meet with Natasha to review your plan, ask questions, and receive guidance.

□ Choose a Collection Site

Select a location that is convenient, visible, and likely to receive community participation.

□ Obtain Permission

Receive approval from the school, library, business, religious organization, or community center hosting your collection.

□ Identify an Adult Supporter

Every ambassador should have an adult mentor who can provide support. It could be a:

- Parent or guardian
- Teacher

- School administrator
- Librarian
- Club advisor

□ Identify a Recipient Organization

Choose where your books will be donated before launching your drive.

- Schools
- Preschools
- Children's hospitals
- Literacy nonprofits
- Community centers
- Shelters
- Foster care organizations
- Libraries

□ Prepare Collection Boxes

Label your donation boxes using BelieveNBooks flyers and place them in visible, high-traffic areas.

□ Advertise Your Drive

Promote your drive through:

- Posters
- Car flyers
- School announcements
- Social media
- Parent newsletters
- Community newsletters
- Word of mouth

□ Launch Your Book Drive

Recommended Timeline

Although every project is different, we recommend planning your first drive over approximately one month.

Week 1&2 — Planning

- Choose your collection site.
- Obtain permission.
- Select your recipient organization.
- Recruit an adult supporter.
- Schedule your introductory call.
- Set collection dates.

Week 3 — Promotion

- Create flyers.
- Set up collection boxes.
- Make school or community announcements.
- Share your drive on social media.
- Encourage friends and family to participate.

Weeks 4-5— Book Collection

- Monitor donation boxes regularly.
- Continue promoting your drive.
- Answer questions from participants.

Final Week — Delivery

- Sort books by age group.
- Count all donated books.
- Deliver books to your recipient organization.
- Get photos from the recipient organization.
- Submit your Impact Report & share with Natasha!

You are never expected to do everything yourself. Reach out whenever you have questions or need assistance. BelieveNBooks is here to support you every step of the way. Focus on making your first drive well organized and meaningful—growth will come naturally as your community sees the impact of your work.