



## LIVE UNITED™

16<sup>th</sup> Annual 2014 United Way of Cass Clay School Supply Drive  
July 14 - August 1, 2014



### HOW TO COORDINATE A COMPANY SCHOOL SUPPLY DRIVE AT YOUR BUSINESS OR ORGANIZATION

#### What is the United Way of Cass-Clay School Supply Drive?

Last year, 4,744 children in grades K-12 returned to school with a basic set of new school supplies confident and ready to succeed! Individuals and businesses have been contributing their time and resources to the School Supply Drive by donating money, supplies, and packing and distributing backpacks for 15 years.

#### What is a company School Supply Drive?

While the United Way School Supply Drive is a community-wide effort and drive, many businesses and organizations support the project by coordinating a drive within their office where employees and/or customers have the opportunity to bring backpacks and supplies to a central location and then combine their donations with the community wide effort.

#### What supplies are needed?

New Backpacks (no wheels)	1" 3-ring binders	2 Pocket Folders
Loose Leaf Paper (Wide or college)	Wide Ruled Notebooks	College Ruled Notebooks
Pencils	Blue/Black pens	Red Pens
Highlighters	Colored Pencils	Broad tip markers
Pencil pouches	24 Count Crayons	Pink Erasers
Glue bottle & glue sticks	Pointed & blunt tip Scissors	Rulers—clear plastic, or wooden

New backpacks are the biggest need. We prefer to receive and distribute new supplies. Monetary donations are very appreciated and used to leverage the bulk purchase of school supplies and are accepted online at [www.unitedwaycassclay.org](http://www.unitedwaycassclay.org) or at United Way of Cass-Clay at 219 7<sup>th</sup> Street South, Fargo, ND 58103.

#### What is the timeline? When should we begin collecting supplies? When is the deadline for collecting supplies?

You can begin collecting supplies now! The School Supply Drive kicks off community wide on **Monday, July 14**.

We would like supplies to be collected and received by **Friday, August 1**. Supplies are distributed August 9 and 12.

#### Where do we bring the supplies once our drive is over?

- DROP OFF: Drop off the donations at the FARGODOME between 9am-4pm **July 28- August 1**.
- PICK UP: Contact United Way (info below) to arrange a time for pick up between **July 28- August 1**.
- Donations can be dropped off anytime at the United Way of Cass-Clay office located at 219 7<sup>th</sup> Street South, Fargo, between 7:30am-5:00pm Monday-Thursday or 7:30am-12pm on Fridays.
- INVENTORY: It is very helpful if supplies are organized, counted and inventoried. It's a great volunteer activity!

#### How about a little competition?

Try seeing which department can raise the most money or collect the most supplies, or set an office goal of collecting a certain amount of money or supplies. You can hold a jeans day with the proceeds going toward School Supply Drive. Be creative, take photos, Facebook and Tweet about your efforts and please share your great ideas and successes with us!

#### How can I coordinate a group to volunteer?

Volunteers are needed to move and organize supplies and pack backpacks at the FARGODOME July 28- August 12, and to distribute backpacks on August 9 and 12. Groups and individuals are needed. For more information regarding dates, times and shifts and to register to volunteer online visit our website at [www.unitedwaycassclay.org](http://www.unitedwaycassclay.org).

For more information contact Thomas Hill, United Way of Cass-Clay Community Impact Director  
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