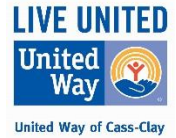




LIVE UNITED™

19th Annual 2017 United Way of Cass Clay School Supply Drive



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, 5,854 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, as well as packing and distributing backpacks for 19 years.

What is an internal 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	Wide Ruled Composition Notebooks
Pencils	College Ruled Notebooks	College Ruled Composition Notebooks
Highlighters	Colored Pencils	Broad tip markers
Pencil pouches*	24 Count Crayons	Pink Erasers
Glue bottle & glue sticks*	Blue/Black/Red pens	Rulers*
Sharpies*	Pointed Scissors	Dry Erase Markers*

**indicates most needed supplies*

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 or at United Way of Cass-Clay at 219 7th 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 **Tuesday, July 11**.

We would like supplies to be collected and received by **Friday, July 28**. Supplies are distributed August 5 and 8.

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

- DROP OFF: Drop off the donations at the FARGODOME between 9am-4pm **July 25 - July 28**.
- PICK UP: Email the United Way team at schoolsupplydrive@unitedwaycassclay.org to arrange a time for pick up **July 25 - July 28**.
- PLEASE NOTE: If you are able to bring your donations to the FARGODOME July 25-28, it would be greatly appreciated!
- 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 using #LIVEUNITEDFM.

How can I coordinate a group to volunteer?

Volunteers are needed to move and organize supplies and pack backpacks at the FARGODOME July 25- August 8, and to distribute backpacks on August 5 and 8. 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.

FOR MORE INFORMATION

EMAIL schoolsupplydrive@unitedwaycassclay.org

CALL 701.237.5050 VISIT www.unitedwaycassclay.org

For updates, follow our United Way of Cass-Clay Facebook page!