



Guidelines for your Cops 'n' Kids Book Drive

* new and gently used books for children and adults *

Getting organized for your book drive . . . where to begin . . .

WHO: A committee of volunteers – who will help?

- Designate one person as the primary point of contact. Please pass along this contact information to Cops 'n' Kids.
- Ask for support from everyone in your organization/group – outline tasks for children and adults (post book drive flyers, make phone calls/email, contact neighbors and families, pick up books, deliver books, sort books).
- Decide who is responsible for what. Plan for each person's area of expertise and time commitment.

WHAT: What are the objectives?

- Is there a theme, or is the book drive part of a special event? (Children's Book Week, Read Across America Day, Earth Day, birthday or anniversary celebration, etc)
- Provide background information about Cop 'n' Kids to everyone in your group.
- Work together to promote family literacy and the spirit of volunteerism.

WHEN: Book drives can be held at any time throughout the year.

- Plan enough time to publicize and promote your book drive.
- Determine the length of time you will collect books.
- Set specific start and end dates.

WHERE: How will the books be collected?

- Determine collection times and sites.
- Decide if you will use collection bins (be sure to assign people to regularly check bins).
- Decide on a method for storing the books on-site.

PUBLICITY: Spread the word...emphasize key points.

- Develop a publicity campaign (newspaper, company/school newsletter, website/email).
- Design a flyer or poster to promote your book drive. (template available)
- Follow up with phone calls to everyone who has expressed interest in your book drive.

COLLECTION & TRANSPORTING BOOKS: Where do the books go next?

- At the end of your book drive, gather books from various collection sites, count, and sort books (if you can – by type and age level).
- Place the books in manageable boxes to transport.
- Contact Cops 'n' Kids to determine where and when to deliver/pick up the books.



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