Getting Started:
Thank you for organizing a Back-to-School Supply donation drive for Circle of Care. Circle of Care has been providing help, healing and hope to children in Oklahoma for 102 years.

Today, Circle of Care’s Foster Care program recruits, trains and support foster care families. We are teaming up with Citizens Caring for Children for the 3rd year to provide school supplies not only for foster children in our homes, but for even more foster children through Citizens Caring for Children.

There are over 8,000 children currently in foster care in Oklahoma. To learn more about Circle of Care, please visit our website at circleofcare.org and to learn more about Citizens Caring for Children please visit them www.cccokc.org.

Organizing the Donation Drive:
This planning kit will help you coordinate a fun, easy, and successful drive. You will want to start by assembling your donation drive team. Here are some key positions to fill:

- Coordinator
- Marketing/Publicity
- Financial Donations
- Donation collection and sorting
- Donation delivery

Set the Donation Drive Date and Times:
Determine what dates and times would be most effective to maximize participation. Find out if there are any special events coming up that you could tie into your drive to help increase donations.

Set a Goal:
Determine the amount of donations you want to raise. Setting a goal helps create excitement and participation the closer you get to your goal. Consider making your drive a competition, or a game.
BACK TO SCHOOL DRIVE

Promote the Drive:
Let people know about your drive! Hold a kick-off event. Use the attached PDF flyers to put up in locations with high visibility. Mention the drive in newsletters or bulletins, share on social media. If the drive is longer than a couple of days, provide updates on amount collected and how close you are to reaching your goal. Actual pictures of people dropping off donations, committee members organizing the donations are a great way to get people excited.

Request a Speaker:
Circle of Care has speakers available upon request to talk about Circle of Care programs and how we provide help, healing and hope to children and youth in Oklahoma. To request a speaker please contact Tasha Atcity, Church Relations Coordinator, at tasha.atcity@circleofcare.org.

Setting up Donation Collection Site(s):
Location is key! Donation sites should be easy to find, engaging and well-advertised. Incorporate the donation drive into an existing event, picnic, or celebration.

Collecting Donations:
Get boxes ready for donations. Use the PDF flyers to let people know what they are collecting, who they are collecting for, and why they are collecting.

Let people know they can also make financial donations. Make sure you have appointed someone to be responsible for collecting monetary donations and that you have a secure place to store the money.

Sorting Donations:
As donations are received, take time to look through the donations for any items that cannot be used by Circle of Care. Please take pictures of the donations before they are sorted; mounds of donations make great success story photos.

Deliver the Donations:
Delivering the donations is a great way to engage others and share the excitement and success of the drive. Please do not over pack boxes. Verify the delivery location, date and time with the Circle of Care representative.

Celebrate a Job Well Done:
When the donations have been delivered, share your success and give thanks! Thank everyone for their part in the success of the drive. Share photos, stories and videos of the donation drive. Use social media and other avenues to let people know about the success. Sharing also increases awareness for the mission of Circle of Care.