

**10 Easy Steps to Coordinating a Successful Shoe / Book Drive**

1. Decide on dates for your shoe / book drive. Most drives last about four weeks.

2. Decide where you want people to drop off their donations. We will need to know each drop-off location.

3 . Complete the form online to register your drive.

4. Use the provided promotional materials to promote your event.

5. if you are unable to drop off donations to our local location, Suggest a small tax-deductible donation of $2 per pair to offset your shipping costs from your location to our warehouse.

6. Use local media to market and tell people about your event. Please contact us for any press release information.

7. Contact your local supermarket for their free used shipping boxes. Process and store the collected shoes/books by placing a rubber band around each pair or tie the stack of books together.

8 . Once you have placed your collected donations in the shipping boxes you will need to fill out a donor form and place the completed form in your shipping box. (you can download this from our website).\*Please make sure that you have this form in EACH box of donations.

9. Share your results and express gratitude for everyone's participation in your drive.

10. Enjoy yourself !

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