

9 Steps to Success for Community Partners

1) Lead the volunteers.

2) Set the schedule for your community.

- We suggest starting your book drive between April 9-23 and ending on Join Hands Day, May 7, 2011. However, there is no set length of time a book drive must run. Remember donors need time to receive the information, go through their personal libraries and get the books to the collection site.

3) Fill out and return the Sponsoring Organization Information Sheet to ServeNebraska.

4) Solicit, set-up and periodically check donation sites.

 This may involve:

- Accepting direct shipments from Authors and Publishers donating new books.
- Acquiring boxes/bins. These should be:
 - ◇Placed where they will be most visible, such as in an entryway or lobby.
 - ◇Strong enough to hold a large number of books; 18 gallon plastic bins work well.
 - ◇Emptied into smaller boxes once the bin is full (such as banker boxes, computer paper boxes or other boxes with handles). This will make it easier for your volunteers, especially youth.

5) Secure an area to store and sort donated books.

6) Identify where you would like to distribute your collected books on May 7, 2011, and establish any standards or restrictions these entities may have for donated items (such as book genre or condition).

 Ideas include:

- Libraries, including those in nursing homes, community centers, group homes, detention facilities, educational facilities from pre-school to post-college, as well as student centers
- Military communities
- Charities distributing books free of charge

7) Manage sorting and distribution of books.

- Sorting can take place throughout the collection process, or just prior to distribution on May 7, 2011.

8) Promote the book drive by:

- Printing and placing posters on or by all collection bins. These should include the Cornhusker Community Book Drive, AmeriCorps and ServeNebraska logos. Templates will be available.
- Including the event in your organization's newsletter.
- Sending out press releases or talking to your local media. Templates will be available.
- Providing opportunities for media to film and photograph your group in action.

9) Track and report information to ServeNebraska so your organization can get the recognition it deserves, including:

- The number of volunteers participating
- Total number of volunteer hours
- Number of books collected/distributed
- A list of organizations to which books were distributed
- Links to or copies of media coverage and/or pictures taken at your event

Questions?

Please contact Charles Lieske, RISE AmeriCorps Member, at charles.lieske@nebraska.gov or Cathy Plager, ServeNebraska AmeriCorps/Disability Program Officer at cathleen.plager@nebraska.gov or 402-471-6226 or visit www.serve.nebraska.gov .

