

PROJECT FRESH START 2010

Drive and Drop Site Partner TOOLKIT



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PROGRAM DETAILS

Purpose

Project provides school supplies to low-income students in Portage County. The start of a new school year means buying school supplies, which can be exciting. However, for some lower-income families it can be very overwhelming and expensive. Project Fresh Start depends on the support of our Portage County community to help provide the needed school supplies for these families.

Individuals or groups collect school supplies and drop them off at Ben Franklin Junior High in Stevens Point on August 19-20. The school supplies are sorted and distributed to students on August 21 and 30. Last year, over 800 students received school supplies. This year there are over 2,600 students eligible to receive school supplies.

Sponsors

Project Fresh Start is a program of the United Way of Portage County Volunteer Center.

Who Receives Donated Items

Project Fresh Start works with Portage County organizations and schools to identify K-12 students that live or go to school in Portage County who need school supplies. Students who receive Free or Reduced lunches are eligible for this event. 2010 will be the second year we provide supplies to grades 10-12.

Project Fresh Start Supplies

All students in grades K-12 receive a backpack - if needed. Additionally students receive pencils, pens, markers, colored pencils, glue, a pencil bag or box, highlighter, ruler, scissors, notebooks, folders, binders, loose-leaf paper, and other items according to individual grade requirements. For a complete list of supplies we are collecting, go to: www.unitedwaypoco.org.

School Supplies Needed

A complete school supply list can be found on page 7 of this toolkit.

DRIVE AND DROP SITE PARTNERS

Collection and Delivery of School Supplies

Organizations, businesses, and groups will collect items listed on the school supply list in a method that works best for them and deliver to Ben Franklin School per the drop off schedule below.

Hold a DRIVE!

Mobilize people within your organization, business, or group to set start and end dates of your drive and a goal of how much you wish to contribute. Holding competitions between departments or providing rewards for goals accomplished are fun ways to make this year's program more successful for more students!

Be a DROP SITE!

Allow others in the community to participate and drop off school supplies at your site. Provide your regular guests or customers a chance to feel part of the team and an opportunity to benefit the children in their own neighborhoods!

Or be a DRIVE AND A DROP SITE PARTNER!

For information about how to hold a drive, be a drop site or to see what groups are already participating, go to www.unitedwaypoco.org.

Steps for SUCCESS

1. ADVERTISE your drive through newsletters, marquees, Project Fresh Start collection bins and posters. Download at: www.unitedwaypoco.org.
2. After the last drop site date, group *like* items together in separate bags (i.e. all pens together, all notebooks together).
3. Deliver to Ben Franklin Junior High on Thursday, August 19th (or see below for other drop date options). It is very important all items are delivered by August 19 by 2 p.m. to ensure we have enough items.

Drop-Off Dates for Collected School Supplies

We will have a large semi trailer in front of The Stevens Point Shopko:

- Tuesday August 17 from 10:30 a.m.-4:30 p.m.
Stevens Point Shopko located at
1200 Main St, Stevens Point
 - Thursday August 19^h from 8 a.m.-2 p.m.
Ben Franklin Junior High School located at
2000 Polk Street, Stevens Point, WI 54481
 - Wednesday August 18 from 10:30 a.m.-4:30p.m.
Stevens Point Shopko located at
1200 Main St, Stevens Point
- *All times and locations listed above are tentative. Check the website for updated info.*

Drive and Drop Site Locations and Dates

- A regularly updated list of Drive and Drop Site Partners and their event dates is located on the Project Fresh Start website: www.unitedwaypoco.org.

Containers to Collect School Supplies

- We encourage you to use your own box, barrel, or container to collect school supplies. Have fun creating and decorating your Project Fresh Start containers!
- If you don't have a container available, United Way has a limited supply of containers for drive and drop site partners to use. To find out if barrels are available, contact the United Way of Portage County at (715) 341-6740. You will need to pick up the barrel at the United Way office at 1100 Centerpoint Dr. in Stevens Point.

NON-CASH DONATION RECORDS

Non-cash donation records are available on page 6 in case donors would like a “receipt” of their personal donation to your efforts.

CASH DONATIONS

Cash or check donations are accepted at United Way of Portage County Volunteer Center (1100 Centerpoint Drive, Suite 301, Stevens Point, WI 54481) and should be designated to Project Fresh Start. Donations are used to support Project Fresh Start.

VOLUNTEER INFORMATION

Volunteer Opportunities

We need LOTS of help to sort and distribute information and materials during the weeks of August 16. Also in August, we will need help sorting and distributing supplies to students. Starting June 1 individuals may view volunteer opportunities by going to www.volunteersrock.org

Recruiting Volunteers for Your Drive (optional)

If you are planning to get individuals within your organization or business involved with Running Start for School, you might want to develop volunteer job descriptions. This will give a clear purpose and expectation for each volunteer opportunity. Below are questions that may help you develop a job description for holding a drive at your site:

- What is the job title?
- What are the benefits to the volunteer?
- What are the hours required?
- When/Where will the job be performed?
- Who does the volunteer report to?
- What are the goals and objectives of the job?
- What are the specific tasks for the volunteer?
- What are the skills, personal attributes, or training required?

FOR MORE INFORMATION: Contact United Way of Portage County Volunteer Center at (715) 341-6740 or volunteer@unitedwaypoco.org

NON-CASH DONATION RECORD FORM



**United Way of
Portage County**

Non-Cash Donation Record

Date: _____

Items Donated:

Name and Address of donor:

THANK YOU

<http://www.unitedwaypoco.org>



**United Way of
Portage County**

Non-Cash Donation Record

Date: _____

Items Donated:

Name and Address of donor:

THANK YOU

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**United Way of
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Non-Cash Donation Record

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**United Way of
Portage County**

Non-Cash Donation Record

Date: _____

Items Donated:

Name and Address of donor:

THANK YOU

<http://www.unitedwaypoco.org>

Project Fresh Start 2010 School Supply Wish List

*tentative numbers and supply items- will be update July 15.

School Supplies	Total # Needed
Backpacks	1,319
Pencils	13,190
Pencil boxes/cases	1,319
Crayons	578
Washable Markers	1,319
Colored pencils	1,206
Glue bottles	1,319
Glue sticks	1,382
Scissors	1,319
Erasers	1,319
Folders	6,007
Notebooks	6,007
Dry erase markers	1,319
Pencil sharpeners	1,319
Highlighters	1,319
Rulers	1,206
Index cards	1,206
Black/blue pens	3,798
Red pens	2,414
Fine tip black markers	842
Protractors	842
Binders	842
Calculators-Basic	400
Calculators-Scientific	643
Compasses	742
Loose leaf paper	1,206
Total Items Needed	55,224

Supplies Notes

- Crayola brand crayons and markers are preferred.
- Large, sturdy, good-quality backpacks are needed for older grades.
- Items which we always run low on: black dry erase markers, red pens, black sharpies, compasses, protractors, pencil cases, index cards, Kleenex, binders (1 ½”).
- The items listed above are the priority items given to participants, unique items to individual classrooms are not collected and distributed.

Project Fresh Start 2010 Drive and Drop Site School Supplies Collected Report

Please fill in the Number Collected box next to each school supply item so we may keep better track of your efforts. Then put this form in the box marked **“School Supplies Collected Report”** when you drop off your school supplies at Ben Franklin Junior High School. Supplies can be dropped off from 8 a.m.-2 p.m. on Thursday, August 19.

Name of Business or Organization: _____

Name of Person Dropping off Supplies: _____ **Phone:** _____

School Supplies	Total Number Collected
Backpacks	
Pencils	
Pencil boxes/cases	
Crayons	
Washable Markers	
Colored pencils	
Glue bottles	
Glue sticks	
Scissors	
Erasers	
Folders	
Notebooks	
Dry erase markers	
Pencil sharpeners	
Highlighters	
Rulers	
Index cards	
Black/blue pens	
Red pens	
Fine tip black markers	
Protractors	
Scotch tape	
Binders	
Calculators-Basic	
Calculators-Scientific	
Compasses	
Other:	
Other:	
Other:	