



United Way of Greater
Richmond & Petersburg

United Way Literacy Drive

Tips for Hosting a Volunteer Project

If you are hosting a literacy kit supply drive, you can also host a volunteer opportunity to assemble the kits! You can assemble the books and school supplies into Ziploc bags or decorated cake boxes. Do this project with a group or at home with your family. United Way will recognize any group donating over 100 kits or \$1,000 worth of supplies as a Literacy Kit Leader.



PLANNING THE VOLUNTEER OPPORTUNITY

1. Reach out to United Way at volunteer@yourunitedway.org. We can help organize and/or come speak at your event. If you are organizing the event on your own or doing this project with your family, let us know so we can effectively plan for how many kits we will receive.
2. Ensure you have all the needed supplies for your project by holding a drive or purchasing the supplies.
3. Plan for a date, time and space. The last day to drop off kits to United Way is March 22, 2019, so you will want to hold your event before then.
4. Buy a gallon Ziploc bag for each kit, and some snacks and water for volunteers.
5. Send a reminder out to your group the day before to wear a company shirt or LIVE UNITED t-shirt.

SETTING UP THE VOLUNTEER OPPORTUNITY

1. Set up one table as a place to put out a sign-in sheet, snacks, water and information about United Way.
2. Set up one table/area with all the unsorted supplies.
3. Set up another long table (or collection of tables) and put out a box for each of the items. Put Ziploc bags at one end. Make sure the supplies can be accessed from both sides of the tables to allow for two assembly lines.
4. Set up a table or an area for people to decorate the kits.
5. Set up one table for unusable supplies. Sometimes people drop-off supplies that were not requested in the kits or they donate pointed instead of blunt scissors. You can donate these items to United Way but please do not include in the kits.
6. Label all the boxes and tables with Signs for Boxes and Tables.





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DURING THE VOLUNTEER OPPORTUNITY

1. Welcome and Share the Impact

- a. Thank you for sharing your time to improve lives in our community. United Way empowers individuals and addresses systemic problems to provide everyone with a clear path to success.
- b. Being prepared for kindergarten and reading on grade-level by third grade are key steps to success.
 - I. (If putting the kits into Ziploc bags) Today, we will be assembling literacy kits, which will be given to children who register for kindergarten at targeted elementary schools that serve low-income students. The kit will include information to empower parents and supplies to empower children to be ready for school.
 - II. (If putting the kits in cake boxes) Today, we will be decorating and assembling literacy kits, which will be given to students to give them the tools and inspiration to keep reading at home and over the summer.

2. Provide Instructions

- a. (If putting the kits into cake boxes) First, assemble and decorate a cake box. Make it colorful and exciting to get the child's attention. Please make it age appropriate and do not include any religious or political themes. Use paint, markers, stickers and anything fun!
- b. Second, we will sort the supplies that go into the kits. We have all the unsorted supplies on this table/area. You will see boxes labeled with each item for the kits. Sort through the supplies and put them in the appropriate box. If there are supplies that we are not using in our kits or are not the correct item, you can put them on the table labeled "Unusable Supplies."
- c. Once that is completed, we will assemble the kits.
 - I. Take a Ziploc bag and go down the line of boxes putting supplies in your bag.
 - II. Each kit gets 1 composition notebook, 1 reading book, 5 sheets of construction paper, 1 pencil sharpener, 1 box of crayons, 1 pair of scissors, 1 tub of Play-Doh, 2 pencils and 1 glue stick.
 - III. There are signs on the boxes to help.
 - IV. You can put the completed kits in the United Way donation box at the end of the line.
 - V. We will have two lines, one on each side of the table.



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DURING THE VOLUNTEER OPPORTUNITY (CONTINUED)

- d. You can put the Ziploc bags into the cake boxes.
 - e. Once we're done, we will clean up and move the boxes together, so they are ready to be delivered to United Way.
3. **Ask if there are questions.**
 4. **Take pictures and guide any volunteers that may need assistance.**

AFTER THE VOLUNTEER OPPORTUNITY

1. **Send pictures to volunteer@yourunitedway.org.**
2. **Bring the assembled literacy kits to United Way by March 22, 2019.**

