

UNITED WAY LITERACY KITS VOLUNTEER TOOLKIT

Contact volunteer@yourunitedway.org for any questions, or to schedule a donation drop-off.

DECORATING LITERACY KITS

Once you've collected the necessary supplies for your United Way Literacy Kit, you can assemble them in gallon Ziploc bags or in decorated boxes. Decorated Literacy Kits are exciting for students to receive and fun for you to create!

INSTRUCTIONS FOR DECORATING YOUR LITERACY KITS

1. Obtain one box for each kit you plan to create.

We recommend this option:

- [25 pack](#)
- [100 pack](#)

2. **Gather decorating supplies.** We recommend paint, brushes, markers, construction paper, scissors, stickers, tape and glue to start.

3. **Assemble the flattened boxes.** Doing this before you start will make it easier to decorate.

4. **Decorate all four sides and the top.** Make sure your word choices are age-appropriate for a young reader, avoid political and religious messaging and make the boxes colorful, motivational and exciting!

5. Once your box dries, fill each Literacy Kit with the following items:

- Five sheets of construction paper (folded or rolled – it'll be a tight fit and that's okay!)
 - *Putting the construction paper and book at the bottom will ensure the rest of the items are visible when the box is opened.
- One glue stick
- One box of crayons
- One pencil
- One pair of blunt-nosed scissors
- One manual pencil sharpener
- One tub of playdoh
- One card of encouragement
- One new, age-appropriate book OR composition notebook

6. Gather your finished kits into one area.

7. **Contact United Way (or your group's Literacy Kit Drive coordinator) to ensure kits are donated to United Way by September 30, 2022 – Fall Distribution, March 24, 2023 – Spring Distribution or June 16, 2023 - KCC Distribution.**