

# ORGANIZING AN ASSEMBLY PROJECT

If you are hosting a United Way Literacy Kit Drive, you can also coordinate a volunteer opportunity to put kits together. You can assemble books and school supplies into Ziploc bags or decorated boxes with a group or at home with family.

## PLANNING

1. Reach out to United Way at [volunteer@yourunitedway.org](mailto:volunteer@yourunitedway.org). Let us know how many kits you plan to raise so we can plan for distribution. We are here to assist you!
2. Ensure you have all the needed supplies for your project by holding a drive or purchasing items. Count each supply item to ensure you can make enough Kits!
3. Plan a date, time and space to hold your assembly project. Below are the deadlines for dropping off kits to United Way:
  - **October 2, 2023 – Fall Distribution**
  - **February 26, 2024 – Spring Distribution**
  - **May 20, 2024 - KCC Distribution**
4. Buy gallon Ziploc bags and/or boxes to decorate for each kit and refreshments for volunteers.
5. Send a reminder to your group the day before to represent your group or wear a United Way t-shirt.

## SETTING UP

1. Set up a table for sign-in sheets, refreshments and information about United Way.
2. Set up a long table or set of tables with all sorted supplies. Put gallon Ziploc bags and/or decorated boxes at one end. Make sure the supplies are accessible from both sides of the table(s) to allow for two assembly lines. If supplies are unsorted, designate a separate area for sorting the items into separate boxes.
3. Set out a box for unusable items. People may drop off supplies that were not requested for the kits. You can still donate these items to United Way, but please do not include them in the kits.
4. Use our [templates](#) to label all boxes and tables at your drive.

## **DURING THE VOLUNTEER OPPORTUNITY**

### **1. Welcome and share the impact.**

- 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.
- Being prepared for kindergarten and reading on grade-level by third grade are key *Steps to Success* for everyone in our community.
- Today, we will be assembling Literacy Kits, which will be distributed to students in the 11 cities and counties United Way serves. Each kit gets one backpack or colorfully decorated box, one glue stick, one box of crayons, five sheets of construction paper, one pair of blunt-nosed scissors, one pencil sharpener, one pencil, one tub of Play-Doh, one book and one Card of Encouragement.



### **2. Provide instructions.**

- (If applicable) First, we will sort the supplies. We have all the unsorted supplies in this 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 in the box labeled "Unusable Supplies".
- Once that is complete, we will assemble the kits.
  - Take a Ziploc bag or box and go down the full line, putting supplies in your bag as you go.
  - Each kit gets one backpack or colorfully decorated box, one glue stick, one box of crayons, five sheets of construction paper, one pair of blunt-nosed scissors, one pencil sharpener, one pencil, one tub of Play-Doh, one book and one Card of Encouragement.
  - There are signs on the boxes/tables to help.
  - You can put the completed kits in a particular box or bin at the end of the line. (Having someone count as you go is helpful in knowing how many you all did.)
  - We will have two lines, one on each side of the table(s).
  - 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 any questions.**

### **4. Take pictures and guide volunteers who may need assistance.**

## **AFTERWARDS**

Contact United Way at [volunteer@yourunitedway.org](mailto:volunteer@yourunitedway.org) to set up a time to drop off donations and share pictures from the event. Literacy Kit donations are due to United Way by: **October 2, 2023** – Fall Distribution, **February 26, 2024** – Spring Distribution, or **May 20, 2024** – KCC Distribution.