



# Tools <sup>4</sup> Schools

WakeEd **PARTNERSHIP**

## **SUPPLY DRIVE TOOLKIT**

# TABLE OF CONTENTS



- About Tools4Schools ..... 1
- About the Supply Drive ..... 2
- Supply Drive Competition ..... 3
- Step-by-Step Guide ..... 5
- Wish Lists & Flyers ..... 6



## ABOUT TOOLS4SCHOOLS

Tools4Schools is a donation-based school supply store focused on **ensuring that all students have the supplies they need to focus on learning**. We accomplish this mission by getting the supplies into the hands of our Wake County Public School educators at **no cost to them!** Educators are able to shop for their unique needs at Tools4Schools, which is intentionally designed to feel just like a regular store!

### WHY SCHOOL SUPPLIES?

80% of teachers nationwide report that they have **at least one student** who does not come to school with the supplies they need. In Wake County, teachers spend an average of over **\$1000 out-of-pocket** on school supplies for their students each year.

In the 2024-2025 school year alone, we distributed **more than 300,000 school supply items** to classroom educators across the county. We couldn't do this without community members like you.



## THE IMPACT

Wake County Public Schools has **more than 200 schools and employs more than 10,000 educators** (and we are open to them all)! Since our founding in 2021, Tools4Schools has served **more than 6,500 unique educators with a combined total of more than 16,700 shopping trips!** In the 2024-2025 school year, Tools4Schools gave away more than \$569,000 in school supplies, reaching a milestone of a total of over **\$2 million dollars of schools supplies given away** since our inception.



VISIT OUR WEBSITE TO LEARN MORE  
[WAKEED.ORG/TOOLS4SCHOOLS](https://www.wakeed.org/tools4schools)

# ABOUT THE SUPPLY DRIVE

## WHO CAN HOLD A DRIVE?



**Anyone!** We encourage everyone to join in on the fun and host a drive. Each summer we have a variety of **individuals, businesses, faith groups, civic groups, neighborhoods, sports teams, and more** collect school supplies for our Wake County Public School educators.

## WHEN CAN YOU HOLD A DRIVE?

**Anytime!** Our official Summer Supply Drive will run July 7th through August 21st, and our Early Bird Drive will run from June 1st through June 30th! To participate in the **Back-to-School Supply Drive Competition**, host your drive anytime during those dates. But the need for school supplies **continues year-round**, so we encourage groups to hold supply drives whenever they are able.



## TYPES OF DRIVES

### OPEN DRIVE

Hosting an 'open' drive means that your drive is **open to the public**. If you host an open drive, your drop-off locations will be included in a list on our website for the public.

### CLOSED DRIVE

Some groups prefer their supply drive to be held **within their own company/organization**. Your supply drive will **not be listed publicly** as a drop-off location.





# SUPPLY DRIVE COMPETITION

## BACK-TO-SCHOOL SUPPLY DRIVE COMPETITION

Every summer, we get our shelves restocked and ready for our educators with the help of our [Back-to-School Supply Drive and Competition!](#) Every item and dollar your team donates between July 7th and [earns you points, giving your team the opportunity to be rewarded for your amazing efforts!](#) Below we have provided a breakdown of how the points are scored, but don't worry about memorizing it all! Our [sorting sheet](#) is set up to calculate all of that for you!



### EARNING POINTS

#### TRADITIONAL SUPPLY DRIVES:

For most items, you will receive **one point per item donated**. All items that are scored differently are listed below:

- Dry Erase Markers, Pink Erasers, Highlighters, Permanent Markers, Mechanical Pencils: **4 individual items = 1 point**
- Binder Clips, Clothes Pins, Cap Erasers, Googly Eyes, Manila Folders, Laminating Sheets, Pencils, Pens, Pom Poms, Popsicle Sticks, Sheet Protectors: **10 individual items = 1 point**
- Construction Paper: **50 sheets = 1 point**

### EARLY BIRD BONUS

While traditional calendar schools don't go back until August, year-round schools need supplies sooner! To help us get our shelves ready as soon as possible, we have a special **Early Bird Drive** that runs from **June 1st to June 31st**.

- Groups that drop off donations and a completed sorting sheet during these dates **will receive a 50 point bonus to their point total!**

**You MUST complete a sorting sheet to be entered into the Supply Drive Competition!**

***(see the next page for rewards!)***





# SUPPLY DRIVE COMPETITION

## COMPETITION AWARDS

### **VALEDICTORIAN** - *Organization with the most points!*

- Formal recognition at our annual Stars of Education Gala
- Personalized plaque recognizing your group's contribution
- Logo prominently displayed in the Tools4Schools store, website, and newsletter
- Mention in individual shoutout on social media

### **DEAN'S LIST** - *1,000 Points*

- Logo prominently displayed in the Tools4Schools store, website, and newsletter
- Personalized certificate recognizing your group's contributions
- Mention in a group shoutout at our Stars of Education Gala
- Mention in individual shoutout on social media

### **HONOR ROLL** - *500 Points*

- Logo listed on the Tools4Schools website and newsletter
- Mention in a group shoutout at our Stars of Education Gala
- Mention in a group shoutout on social media

### **EXCELLENCE AWARD** - *200 Points*

- Company name listed on the Tools4Schools website
- Mention in a group shoutout at our Stars of Education Gala
- Mention in a group shoutout on social media



You must submit a completed sorting sheet with your traditional supply drive donation in order to be entered into the Supply Drive Competition!

**WE WILL ROUND UP THE FINAL TOTAL NUMBER TO THE NEAREST POINT!**



# HOST A TRADITIONAL DRIVE

## STEP-BY-STEP GUIDE

### STEP ONE: REGISTER YOUR DRIVE

- As a group, decide if you want your drive to be an open drive or a closed drive.
- Go to [www.wakeed.org/supply-drive](http://www.wakeed.org/supply-drive) and click the link under 'Register Your Drive' so that we can track how many supply drive partners we have!

### STEP TWO: PROMOTE YOUR DRIVE

- Share information about your classroom supply drive with your community. We have provided some flyers and wish lists to help you get started! **Some ideas for spreading the word:**
  - **Post and distribute flyers** in your community, business, or school to promote your drive!
  - Place your collection bin in a **highly visible location!**
  - **Share on social media!** Need graphics? Reach out to [tools4schools@wakeed.org](mailto:tools4schools@wakeed.org).

### STEP THREE: PREPARE FOR DONATION DROP-OFF

- Gather a team to count/pack your donations and complete your [sorting sheet](#). If you are participating in the [SUMMER SUPPLY DRIVE COMP], **you must complete a sorting sheet to earn points!**

### STEP FOUR: DROP OFF YOUR DONATIONS

- All donations **must be delivered** to our offices located at **1816 Capital Boulevard, Raleigh, NC, 27604**
- If you have a large donation and need assistance with delivery, **please contact us at [tools4schools@wakeed.org](mailto:tools4schools@wakeed.org) to schedule a delivery time!** This will ensure that we have staff & volunteers on-site to assist you.
- We do have two donation drop bins located outside of our offices that can be accessed 24/7 for smaller donations.

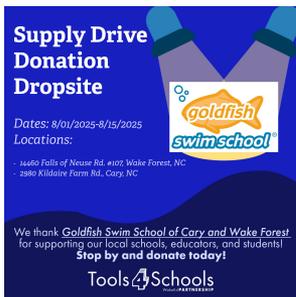


# WISHLISTS & FLYERS

## WORK SMARTER, NOT HARDER

To help get you started, we have created some **ready-to-print wish lists and flyers** on the following pages that you can use to promote your drive! We recommend sending out the wish list to your team/organization, and posting the flyers in high-traffic areas!

## NEED SOCIAL MEDIA GRAPHICS?



Contact our team using the information below and we will share with you some templates that you can use to promote your drive to your community!



## UNSURE IF WE ACCEPT AN ITEM?

If you are unsure if an item will be accepted, please contact the WakeEd Partnership Team (see contact information below) with an image and brief description of the items.

For more information or questions regarding donation items, please contact us at **(919) 780-5208** or **[tools4schools@wakeed.org](mailto:tools4schools@wakeed.org)**





## SCHOOL SUPPLIES WISHLIST

### Writing & Drawing

- Pencils
- Permanent Markers (Assorted Colors)
- Washable Markers (10-Count)
- Colored Pencils (12-Count)
- Crayons (Assorted Types)
- Dry Erase Markers (Assorted Colors)
- Pens (Assorted Types & Colors)
- Highlighters (Assorted Colors)

### Folders/Notebooks

- Pocket Folders (Assorted Types, Colors)
- Dividers
- Spiral Notebooks (College or Wide Ruled)
- Composition Books (College or Wide Ruled)
- Plastic Sheet Protectors
- Laminating Sheets
- File Folders (Assorted Colors)

### Miscellaneous Items

- Play Doh (Assorted Colors)
- Googly Eyes
- Fidget Toys/Prize Box Items
- Pom-Poms (Assorted Colors & Sizes)
- Playing Cards
- Popsicle Sticks
- Yarn
- Clothes Pins

### Paper Products

- Copy Paper (All Colors)
- Loose Leaf Paper (Wide and College Ruled)
- Construction Paper
- Post-It Notes (All Sizes, Colors; Lined or Unlined)
- Index Cards (All Sizes, Colors; Lined or Unlined)
- Clipboards (Assorted Colors)
- Cardstock (Assorted Colors)

### Office Supplies

- Pink Bar Erasers/Pencil-Top Erasers
- Binder Clips
- Glue (Liquid Bottles & Sticks)
- Tape (Transparent, Masking, Washi, etc.)
- Headphones/Earbuds
- Whiteboard (9x12 Lap-Size)
- Whiteboard Erasers (Assorted Sizes)
- Rulers
- Scissors (All Sizes)
- Pencil Pouches/Boxes

### Cleaning & Hygiene Items

- Tissues (Boxes and Pocket Packs)
- Hand Sanitizer
- Disinfecting Wipes
- Disinfecting Spray



# Tools **4** Schools

## **DONATE SCHOOL SUPPLIES TO CLASSROOMS IN NEED**

We are collecting school supplies for Tools4Schools, a free classroom supply store for WCPSS teachers!

Most-needed items include:

- o Crayola Markers, Colored Pencils, Pens, Sharpies, Highlighters, & Expo Markers
- o Headphones, Fidget Toys, Plastic Clipboards, & Play-Doh
- o Color Copy Paper, Cardstock, Post-It Notes, & Index Cards
- o Hand Sanitizer, Clorox Wipes, Scissors, Glue Sticks, Pencil Sharpeners, & Tissues





# Tools4Schools

WakeEd **PARTNERSHIP**

---

is collecting school supplies for **Tools4Schools**, a free classroom supply store for WCPSS teachers!

## **Supply Drive Dates:**

---

## **Collection Bin Location:**

## **Most-Needed Items:**

- o Crayola Markers, Colored Pencils, Pens, Sharpies, Highlighters, & Expo Markers
- o Headphones, Fidget Toys, Plastic Clipboards, & Play-Doh
- o Color Copy Paper, Cardstock, Post-It Notes, & Index Cards
- o Hand Sanitizer, Clorox Wipes, Scissors, Glue Sticks, Pencil Sharpeners, & Tissues





# Tools4Schools

WakeEd **PARTNERSHIP**

---

is collecting school supplies for **Tools4Schools**, a free classroom supply store for WCPSS teachers!

## **Supply Drive Dates:**

---

## **Collection Bin Location:**

---

## **Most-Needed items:**

- o Crayola Markers, Colored Pencils, Pens, Sharpies, Highlighters, & Expo Markers
- o Headphones, Fidget Toys, Plastic Clipboards, & Play-Doh
- o Color Copy Paper, Cardstock, Post-It Notes, & Index Cards
- o Hand Sanitizer, Clorox Wipes, Scissors, Glue Sticks, Pencil Sharpeners, & Tissues

**Supply Drive Contact:** \_\_\_\_\_