

How to Conduct a Book Drive

Background/goal of organization:

- At HER, we help underfunded girls' schools in developing countries by creating sustainable libraries with quality learning materials. Through book drives and fundraisers, we gain the resources necessary to build the libraries while illuminating the educational challenges girls face in developing countries.
- We love engaging with other students and are eager to work with you!

What we need:

- Books
 - Grades PK - 10
 - English and Urdu
- What is not accepted
 - Textbooks about American History
 - College level textbooks
 - Religious books
 - Books about religious holidays (including Christmas)
 - Bibles (children or adult)
 - Prayer books
 - Books about bacon or alcohol
 - Damaged Books
 - Audio Books
- Everything else is accepted including
 - Workbooks (in acceptable condition)
 - Textbooks (for grades 1-10)
 - Chapter Books (all reading levels accepted)
 - Dictionaries

How to do it:

1. Contact the administration at your school (or other book drive site if applicable) and ask permission to organize a book drive.
 - a. Feel free to put them in contact with any Heads of HER
 - b. We would be happy to send you more information about HER to pass along
2. Find 2-3 large plastic boxes
 - a. If the box is outdoors, make sure it has a removable lid
 - b. We are definitely able to provide these for you upon request

3. Set up Strategically:
 - a. Find an optimal location
 - i. Center of school
 - ii. Near an entrance
 - iii. Near administrative office
 - iv. Near library
 - b. Mark box
 - i. Physically draw on box
 - ii. Tape on posters/flyers
4. Attract support
 - a. School wide email/ announcement
 - i. School bulletin board
 - ii. Morning broadcast
 - b. Put posters around school in strategic locations
 - i. If you would like to make your own posters, please do! We can provide you with paper and coloring materials upon request.
 - c. Continuous reminders about book drive
5. Managing and transporting books
 - a. If you are in the D.C., Maryland, and Virginia area, we can arrange transportation of books from your location to the Pakistani Embassy in D.C.
 - b. For all other locations, please contact Zoha and Hannah before organizing a book drive.
6. Ending book drive
 - a. Pick end date (or tentative end date) before you start the drive
 - b. Send reminders to people about deadlines