

ADMINISTRATOR ZONE

How to Host a Book Drive

Hosting a book drive will take some time and planning. But if your students leave for summer break with books in their hands and they spend time this summer reading, your efforts will be duly rewarded. Help counteract summer reading loss by hosting a book drive in your school. Here is how to do it.

Step 1: Select a Book Drive Leader

This person will serve as primary organizer and should have some experience with leveling to lead book sorting. Reading specialists are great candidates for this project.

Step 2: Select the Week for Your Book Drive

Consider your school's calendar and last day of school. You will want to leave about 3 weeks before the book distribution date to spread the word about the drive and to collect and organize books.

Step 3: Get the Word Out

Send a letter home with students to explain to families the purpose of the book drive and the requested donations. Make announcements about the book drive. Hang posters and distribute flyers around the school to advertise the book drive.

Step 4: Prepare Collection Materials

Collect boxes to use for the book collection. Copy paper boxes work great.

Step 5: Collect Books

Each teacher should have a box in his or her classroom and bring it to a central collection location at the end of the week.

Step 6: Sort and Distribute Books

Books should be sorted according to level and distributed to students. Consider handing out reading logs and reading activity sheets along with the books.

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