

Providing tools students need to **succeed.**



THANKS FOR YOUR SUPPORT!

**Add your supply drive
or spring cleaning dates,
contact information and
company logo here.**



Tools for Schools St. Lucie is a service program
of the United Way of St. Lucie County.





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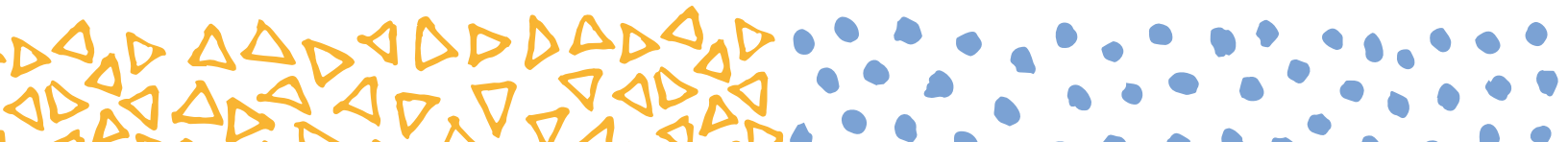
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DONATE SCHOOL SUPPLIES HERE

Drive sponsored by:
Your name and logo here



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Top Supply Needs

(Gently used or excess office supplies)

- Paper – all kinds including envelopes
- Notepads
- Binders
- Leftover pens, pencils and markers
- Full or partially used paper reams
- Scissors
- Rulers
- Hole punches
- Post-its
- Glue
- Tape dispensers and tape
- Staplers and staples
- Party goods/craft items
- Convention/conference goodies



(Organization Name) is proud to sponsor a **Business Spring Cleaning** event to help our highest-needs classrooms get the tools they need to succeed. **Tools for Schools St. Lucie** provides public school teachers with free shopping for the items their kids need most.

*Just \$20
will fill a child's
backpack.*

Spring Cleaning Dates: (your dates here)
Collection Sites: (your locations here)
Drive Coordinator: (your contact info here)
Donate Online: unitedslc.org



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(Organization Name) is proud to sponsor a **School Supply Drive** event to help our highest-needs classrooms get the tools they need to succeed. **Tools for Schools St. Lucie** provides public school teachers with free shopping for the items their kids need most.



Supply Drive Dates: (your dates here)

Collection Sites: (your locations here)

Drive Coordinator: (your contact info here)

Donate Online: unitedslc.org



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Supply Drive/Business Spring Cleaning Tipsheet

YOUR KIT CONTAINS:

- A sample email to share with your company to promote your supply drive or spring cleaning event
- A supply list to share with supply drive or spring cleaning dates, collection site(s) and drive coordinator contact information
- A flyer to customize with your company logo and information, to help spread the exciting news about your supply drive or spring cleaning event
- A “Donate Here” sign to post on your windows, doors and collection sites

HAVE A SUCCESSFUL DRIVE WITH THESE HELPFUL TIPS:

- Be sure to designate a leader or team to coordinate your drive or spring cleaning.
- Set supply drive dates for summer and fall, and spring cleaning for February to March.
- Set up a station or a few sites where supplies can be collected.
- Promote your dates through email, social media and printed flyers, and ask your friends to share!
- Make it a party – have snacks or prizes on your last day at your collection site and snap some photos! Send them to the Education Foundation so we can highlight your great work!

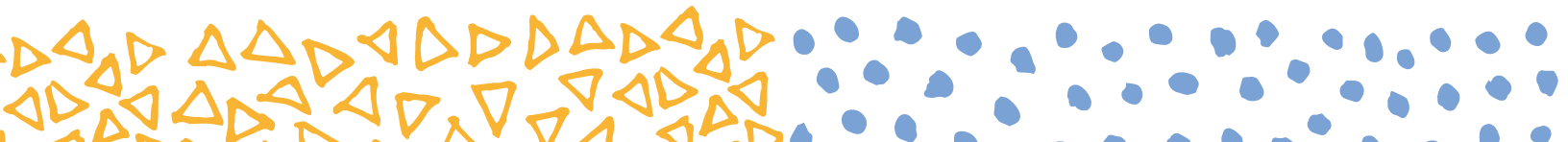
Have Questions or Want to Schedule a Pick Up?

CALL: (772) 464-5300 EMAIL: jessica.parrish@unitedwayslc.org

DONATE ONLINE: unitedwayslc.org



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SAMPLE EMAIL FOR YOUR COMPANY OR ORGANIZATION'S CAMPAIGN



Dear _____,

We are partnering with the Tools for Schools St. Lucie, a new free school supply store for public schools. This store transfers donated school supplies from businesses, organizations and individuals, for free, to teachers for use in our highest-needs classrooms.

The attached flyer lists the most-needed school supply or office items. If you would prefer to make a donation instead, please go to unitedwayslc.org and click the "Donate Now" button.

Please help us stock the stores by bringing your supplies to (location(s) by (date).

Thank you so much for your support!

(Your Name),

Supply Drive Coordinator