



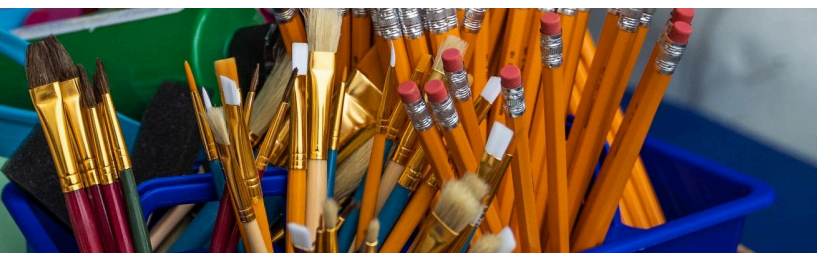
SCHOOL SUPPLY DRIVE TOOLKIT

Thank you for hosting a school supply drive for PENCIL and our DG PENCIL Box!

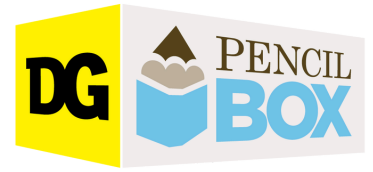
With many MNPS students coming from economically disadvantaged households, the DG PENCIL Box is the community's collective effort to ensure no student is hindered by lack of supplies. Having the proper supplies in the classroom can help decrease absenteeism, improve classroom learning, and more.

Through your supply drive, you are joining this effort. **You will find additional resources for your supply drive in this toolkit - including steps for a successful drive, promotional tools and templates, and tips.**

With your help, we are able to provide students and teachers across the district with the tools that they need to succeed in the classroom. **We appreciate your time and commitment to making public education equitable in our community.**



School Supply Drive Toolkit



STEPS FOR A SUCCESSFUL DRIVE

- ☐ **Step 1: Contact PENCIL.** Contact PENCIL's Robert Moxley to get started. We will discuss your drive plan and ways we can work together to get supplies to the kids who need them most.
- ☐ **Step 2: Outline your Drive plan and [sign up here](#).**
 - Identify the drive start & end date.
 - Select the drive type: collect supplies and/or online donations.
 - Determine a goal for your supply drive.
 - Create a plan to collect your supplies and transport those supplies to PENCIL. Though limited, PENCIL has bins available upon request.
- ☐ **Step 3: Promote your drive.** After the plan is in place, it's time to start telling people about your drive. Announce it in your company newsletter, hang posters around your community, post it on your social media channels, etc. Promotion templates are available on **page 3** of this toolkit.
- ☐ **Step 4: Host your supply drive.** Get your friends, family, community groups, and colleagues involved, and ENJOY!
- ☐ **Step 5: Wrap up your supply drive.**
 1. Inventory your supply drive, track the totals in [this form \(click here\)](#), and email the completed form to Robert Moxley.
 2. Coordinate a collection drop-off at PENCIL (7199 Cockrill Bend Blvd, Nashville, TN 37203) or pick up with the DG PENCIL Box team. Email Robert Moxley to coordinate either option.
 3. Send a thank you to those who supported your drive ([click here](#)). Make sure to share the successes of your drive and the impact that it will have on MNPS students!



MOST NEEDED ITEMS

- Pencils
- Crayons
- Colored pencils
- Markers
- Erasers
- Dry erase markers
- Pencil sharpeners
- Composition notebooks
- Pencil boxes/pouches
- Band-aids

PENCIL Contact: Robert Moxley, RMoxley@PENCIL615.org

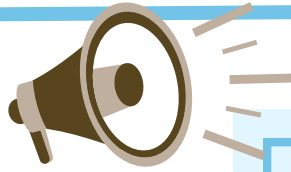
[click to download a printable list](#)



School Supply Drive Toolkit



PROMOTIONAL TOOLS



EMAIL TEMPLATE

copy & paste

Hello,

Will you help us put school supplies into the hands of Metro Nashville Public Schools students & teachers this school year? We are hosting a school supply drive for **PENCIL** and its DG PENCIL Box [\[insert supply drive details\]](#).

You can contribute by donating new school supplies and/or by making a monetary investment here: [\[insert online supply drive link\]](#).

Please let me know if you have any questions.

Thank you for helping us ensure every teacher has the tools they need to teach, and students to learn!

SAMPLE CAPTIONS

Did you know **@PENCIL4Schools** provides FREE school supplies to local teachers? Donate supplies today to help ensure every teacher has the supplies they need and every student has an opportunity to succeed. [\[Insert your school supply drive details and/or online supply drive link\]](#) 🍎
#DGPENCILBox

We're hosting a school supply drive for **@PENCIL4Schools** to equip students in need and foster equity in education. Will you join us? 📏✂️ [\[Insert your school supply drive details and/or online supply drive link\]](#) #DGPENCILBox

connect with us
@PENCIL4Schools



GRAPHICS, FLYERS & LOGOS

Create a graphic and/or flyer to help recruit support for your supply drive. PENCIL has created templates on Canva that you can customize with your drive details.

CLICK TO DOWNLOAD



[PENCIL logo](#)

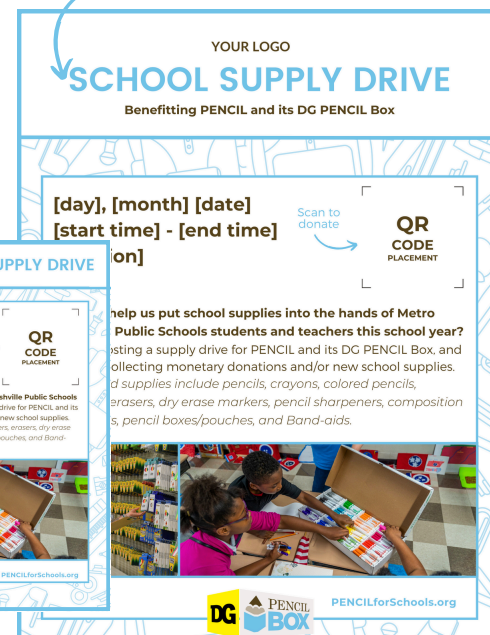
[PENCIL flyer](#)



[DG PENCIL Box logo](#)

[DG PENCIL Box flyer](#)

CLICK TO CREATE YOUR FLYER



CLICK TO CREATE YOUR GRAPHIC



Linking community resources to Nashville Public Schools to help young people achieve academic success and prepare for life.

School Supply Drive Toolkit



SUPPLY DRIVE TIPS & TRICKS

Make it an event or campaign. Build buzz and excitement by planning your drive over a fixed timeframe. Use a goal to get people excited.

The power of one. Hold a drive for just one item like pencils or notebooks. Schools will never have enough of the five core items: Pencils, notebooks, crayons, glue sticks, and markers.

Make it a competition. Create a challenge between teams, departments or individuals. Most supplies wins!

Try something fun. What about holding your drive in conjunction with a luncheon, trivia night, or chalk sidewalk art? Turn your drive into a fun celebration of what having the right supplies can do!

Get people involved. Enlist the help of a few supply drive ambassadors to help spread the word and lead the supply drive effort. With their help, continue to promote the drive on social media and around the community.



ABOUT US

PENCIL (Public Education Needs Community Involvement & Leadership) is the premier Nashville nonprofit that links community resources to Metro Nashville Public Schools to help young people achieve academic success and prepare for life. PENCIL partners with businesses, community groups, and other organizations to bridge the resource gaps in MNPS that directly impact day-to-day learning.

The **DG PENCIL Box** is PENCIL's retail space for educators, filled with classroom essentials. MNPS staff can visit the DG PENCIL Box once a month to "shop" for tools necessary to run an effective classroom - completely FREE OF CHARGE.

PENCIL BOX STATS FROM THE 2022/23 SCHOOL YEAR



\$3.53M
IN DISTRIBUTED
SUPPLIES



\$400
AVERAGE VALUE
OF EACH SHOP



"The DG PENCIL Box is how I got all the things I needed to get started. It's been really important because this is my first year teaching."

Jessica Moses, 3rd grade math and science teacher, Charlotte Park Elementary



Linking community resources to Nashville Public Schools to help young people achieve academic success and prepare for life.