

READ | BOOKS | LIBRARY | PAY IT FORWARD
 OUTREACH | COMMUNITY | COURAGE | HOPE

BOOK DRIVE TOOLKIT

SUPPORT OUR MISSION BY HOLDING A BOOK DRIVE



ANYONE CAN HOLD A BOOK DRIVE

Anyone can hold a book drive for the Columbus Kids' Book Bank – individuals, teams, schools, neighborhoods, clubs, businesses. If interested, we've prepared this toolkit to help get you started.

- 1** Decide **WHEN AND WHERE** – Choose a location for your book collection that is accessible, where people can move books in and out easily.
- 2** Gather **RESOURCES** – Collect boxes or bins to hold donated books and recruit volunteers to help spread the word about your book drive and to help with book collection.
- 3** **SPREAD THE WORD**– Inform people in your community about your book drive. Be sure to specify that you are collecting new and gently used books for Kindergarten through 6th grade readers.
- 4** Make it **FUN**– Coordinate your book drive with a fun event, like a birthday party or any type of gathering. Make your book drive a competition between companies, departments, teams, etc.
- 5** Set your **GOALS**– In addition to collecting books, set a fundraising goal to support the Columbus Kids' Book Bank.

SET YOUR GOALS

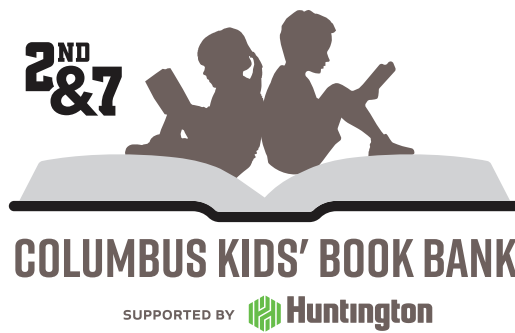
Book Collection Goal	Fundraising Goal
_____ # Books	\$ _____



The mission of 2nd & 7 is to promote reading by providing free books and positive role models to kids in need while encouraging young athletes of the community to pay it forward.

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COMMONLY ASKED QUESTIONS

WHAT TYPES OF BOOKS DO YOU ACCEPT?

We welcome new and gently used books for K-6th grade readers. Books showing diversity are greatly appreciated.

WE CANNOT ACCEPT

- textbooks
- coloring books
- dictionaries
- books that are outdated, torn, yellowed, moldy, or otherwise in poor condition
- encyclopedias
- books with the last copyright earlier than 2000
- magazines
- books that you wouldn't want to receive yourself

DO YOU ACCEPT USED BOOKS?

Yes! We accept books that are gently used.

HOW LONG SHOULD MY BOOK DRIVE LAST?

We suggest running your book drive for no less than a week to give your audience a chance to see your publicity and round up their books to donate.

HOW CAN I MAKE MY BOOK DRIVE A SUCCESS?

We recommend promoting your book drive starting at least two weeks in advance via whatever media works best for you: posters, eblasts, newsletters, social media, company intranet, school announcements, flyers etc. Continue to remind your potential givers about the book drive in the days leading up to it and throughout its duration. If you are a business and your collection bins will be in public spaces, consider a press release to spread the word.

WHAT IF SOMEONE WANTS TO MAKE A MONETARY DONATION?

We are thankful for all donations. People who wish to donate money can do so online at www.secondandseven.com/support/donate-online/ or by mail to: 7949 North High Street, Suite B, Columbus, OH 43235.

WHAT KIND OF COLLECTION BIN SHOULD I USE?

We recommend small to medium size cardboard boxes but whatever you have available to carry books in. You can use the printable sign in this tool kit to decorate the bins or make your own.

HOW DO I GET THE BOOKS TO 2ND & 7?

Once your book drive is completed, books can be dropped off at the 2nd & 7 Columbus Kids' Book Bank located at 7949 N. High Street, Columbus, 43235. We are located in Worthington, next to Zip Zone and Camp Mary Orton. Our book drop slot, located at the northwest corner of our building, is available 24/7. If you have over 100 books to donate, please email us at bookbank@secondandseven.com to schedule a drop off time.

SHOULD I DO ANY FOLLOW-UP AT THE END OF MY BOOK DRIVE?

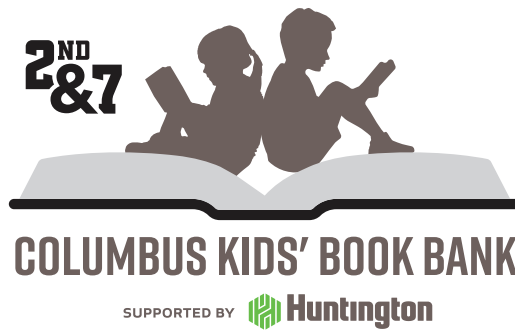
Send us your photos, tell us how many books you received and details of the event so we can share your success! If you post any photos during the book drive please tag us [@secondandseven](#) on **Facebook, Instagram & X** and use #CKBB and #2and7bookbank.



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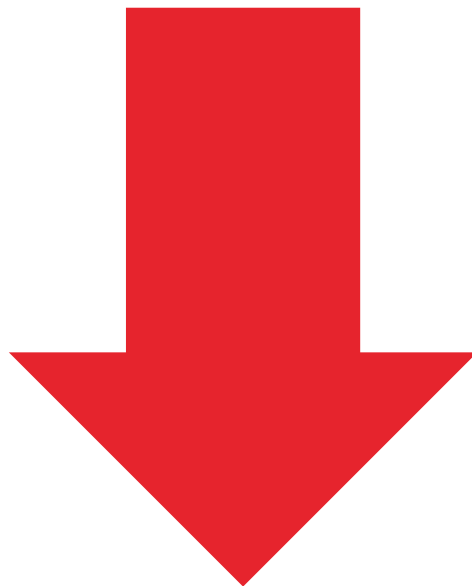


BOOK DRIVE

ORGANIZED BY: _____

COLLECTION DATES: _____

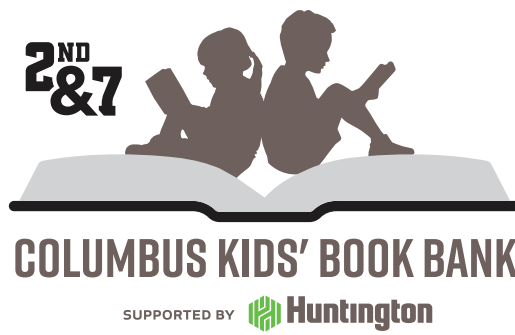
DONATE KIDS' BOOKS HERE



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**SCAN TO
DONATE**



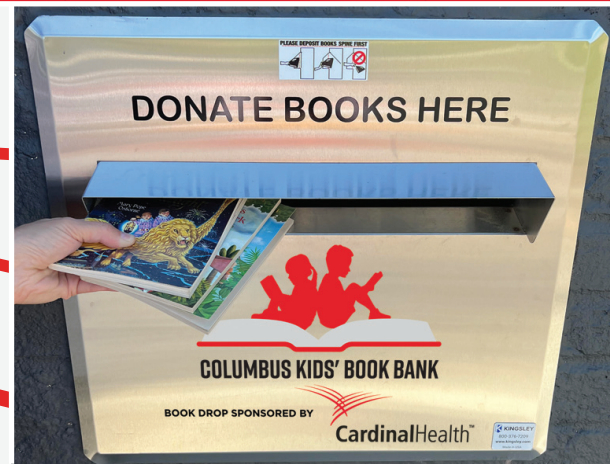
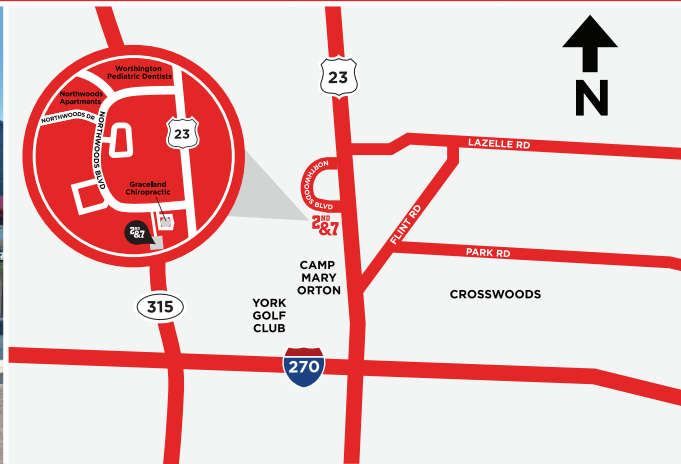


CONTACT INFORMATION

Check us out at www.secondandseven.com or call us at: **614.396.8161**

ADDRESS

7949 N. High Street - Suite B, Columbus, OH 43235



Book drop located at the northwest corner of our building and is available 24/7.

COLUMBUS KIDS' BOOK BANK DIRECTOR/2ND & 7 CFO

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2ND & 7 EXECUTIVE DIRECTOR

amy.hoying@secondandseven.com

DEVELOPMENT DIRECTOR/SPONSORSHIP OPPORTUNITIES

stephanie.frey@secondandseven.com

TO START A 2ND & 7 READING PROGRAM IN YOUR AREA

For programs in Ohio

janet.kassoff@secondandseven.com

For programs outside of Ohio

sara.boymden@secondandseven.com

TO SUPPORT OUR MISSION DONATE HERE

www.secondandseven.com/support/donate-online

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