

YOUR BOOK DRIVE CHECKLIST

- Register** for your book drive on the ALP website
- Mark the **mailing deadline** on your calendar and make your game plan for a successful book drive (1,000 books & \$500).
- Read your **match email** from your container manager in its entirety. Note the type of books you need to collect and read the application from your school match to learn more about them.
- Share the news** of your book drive to encourage support from your community. Social media is a great way to get people engaged and to send updates (use #VolunteerALP).
- Learn about the country** you're donating to. Use the resources from our website to get useful information to share with your supporters.
- Identify places to **collect** (and store!) about 1000 books. Make it a priority to collect books that are diverse and feature black characters. Note: Not all of your book donations will be right for your school match so plan to collect more than 1,000 books.
- Stay in contact** with your container manager - they are there to support you and help make your book drive a success!
- Sort as you go** using our sorting guidelines. You can give books that are not appropriate to local charities in your area. Keep your supporters informed of your progress by sharing your book numbers regularly!
- "Fun-raise" \$500** - Approximately \$250 will go to shipping your books to our holding facilities in New Orleans and \$250 will go to subsidize international shipping. Note: If your library is heavy because it has a lot of hardcover books or has more than 1,000 books, plan to spend more than \$250 on mailing. Use creative fundraising strategies that get people excited and/or look for donation matching opportunities. Again, keep your supporters informed so they can help you across the finish line.
- Get ready to **pack** once you have 1,000 books that fit your school match. Read and re-read "Packing Your Books - Essentials" from our Book Drive Guidelines to ensure your boxes get to their final destination.
- Mail** your boxes on or no more than 1 month before your mailing deadline. Complete the online book drive summary form to submit the final results of book drive.
- Share your story** - Inspire others to get involved by sharing the highlights of your book drive on social media (use #VolunteerALP) and by emailing us at marketing@africanlibraryproject.org. We love for book drive organizers to write as guest bloggers on our website or other publications.
- Celebrate** & watch out for emails announcing the arrival of your library!