

# CLASSROOM SUPPLIES DRIVE



Thank you for your interest in hosting a classroom supplies drive with United Way of Southwestern Pennsylvania. This guide includes everything you need to run a successful drive with your group.

United Way regularly hears from teachers, school staff and after-school agency providers requesting new or additional quantities of classroom supplies. The requests are often for hands-on items that aren't often on the typical school supplies list and can be used by the entire class to complete projects. These items include paints, butcher paper and construction paper. Your group can help support students across southwestern Pennsylvania by collecting the suggested items. Feel free to add items that support learning. **Just remember:** all items must be new and unopened.

## What to collect:

- Class packs of markers.
- Paint (tempera, watercolor, acrylic).
- Construction paper.
- Butcher paper.
- Paint brushes.
- Air dry clay.
- Hand sanitizer.
- Disinfecting wipes.
- Whiteboard markers.
- Boxes of tissues.



## Step 1: Planning your drive.

- Pick the dates for your drive. We recommend a two-week period to help create a sense of urgency with your participants.
- Decide where and when people can drop off the collection items, whether it is at an office, church or any place your group meets regularly.
- Do you want to have your group gather at the end of the drive and package the materials for classrooms? If so, pick a date and time for the packing event. Invite United Way staff to join you to help your group better understand how the items will benefit our neighbors. (This step is not required - unsorted donations kits are welcomed as well.)
- If your group is spread out, consider using United Way's [Amazon Wish List](#) so that anyone may participate without having to manage dropping off the supplies. In your cart, please select "ship to United Way" at 1250 Penn Avenue, Pittsburgh, PA 15222. **Please note:** shipping items to the Pittsburgh office does not limit the distribution to Allegheny County. United Way will facilitate the distribution of Amazon items based on the agencies you select.

## Step 2: Decide where the items will go.

- You can choose to give the items directly to United Way so that we may distribute the items to the agency with the most pressing needs. United Way can also equitably distribute your items across our entire five-county footprint.
- United Way can help you select one agency to receive the materials based on proximity to your home or office or an agency that most closely aligns with your philanthropic goals.
- You may also select an agency with which you already have an established relationship to receive all the materials from your drive.

## Step 3: Promote your drive.

- Included in this toolkit are templates you can easily use to promote your drive. You are also welcome to use your own materials.
- Email the participants to let them know your group is collecting. Be sure to include WHY the drive is important to our community and how the items will be distributed, either with United Way's guidance or to a specific agency.
- Post on social media to tell everyone about the good your organization is doing for our community.
- Customize the posters using Canva with the specifics about your drive to hang in any common areas that members of your group use.

## Step 4: Stay organized.

- Keep track of the items collected as you receive them.
- When the drive is over, complete [this form](#) to share the results of your drive with United Way. (This is particularly important for United Way to plan how to distribute your materials.)

## Step 5: Deliver supplies.

- The supplies can either be delivered directly to the agency that is receiving all the materials or to United Way's offices.
- Below are the addresses for United Way's three local offices. Please coordinate drop-off times with Elisha Serotta, [elisha.serotta@unitedwayswpa.org](mailto:elisha.serotta@unitedwayswpa.org), as our office hours vary.
  - **Butler Office:** 124 Hollywood Dr. Butler, PA 16001.
  - **Greensburg Office:** 1011 Old Salem Rd. Greensburg, PA 15601.
  - **Pittsburgh Office:** 1250 Penn Ave. Pittsburgh, PA 15222.

Have a question? Please reach out to Elisha Serotta, volunteer coordinator, at [elisha.serotta@unitedwayswpa.org](mailto:elisha.serotta@unitedwayswpa.org) or 412-456-6718.