

Book Drive Guide

Hosting a book drive for the Maryland Book Bank is a great way to support literacy and provide books to children and families in need.

Here's a step-by-step guide to help you organize a successful book drive:

Step 1: Contact the Maryland Book Bank

While not required, we love hearing all about your upcoming book drive! Reach out to us via our Contact Us Form or at bookbank@marylandbookbank.org

Step 2: Set Your Goals and Plan Your Drive

Decide on key details such as:

- **Duration:** Choose start and end dates for your book drive (typically 2–4 weeks is ideal).
- **Goal:** Set a target for the number of books you want to collect.
- **Collection Locations:** Pick convenient drop-off points (e.g., schools, libraries, offices, community centers, or places of worship).

Step 3: Gather Supplies

Prepare materials to make collecting and storing books easy:

- **Collection bins or boxes** (label them clearly with “Book Drive for the Maryland Book Bank”).
- **Flyers and posters** to promote the event. (feel free to use our logo!)
- **A tracking sheet** if you want to count the number of books collected.

Step 4: Promote Your Book Drive

Spread the word to maximize participation:

- **Social Media:** Share on Facebook, Instagram, Twitter, or LinkedIn.
- **Emails and Newsletters:** Send announcements to friends, schools, workplaces, and community groups.
- **Local Organizations:** Ask schools, libraries, and businesses to help promote your book drive.
- **Word of Mouth:** Encourage friends, family, and coworkers to contribute and share.

Step 5: Collect Books

- Check donations: Make sure books are in good condition (no missing pages, major tears, or excessive writing).
- Store books safely: Keep them in a dry and clean space until the drive ends.

Step 6: Deliver the Books

Once the book drive ends:

1. Count the books (optional but helpful for reporting success).
2. Pack them in sturdy boxes for easy transport.
3. Drop them off at the Maryland Book Bank at 1794 Union Ave. You can either drop off 24/7 or make an appointment to drop off larger donations by contacting us.
4. Celebrate your success! Share results with participants and thank everyone who contributed.

Step 7: Follow Up & Thank Supporters

- Send thank-you emails or messages to those who helped.
- Post photos and results on social media.
- Encourage people to continue supporting the Maryland Book Bank.

Final Tips for a Successful Book Drive

- ✓ Start planning early.
- ✓ Choose high-traffic collection locations.
- ✓ Make donating easy with clear instructions.
- ✓ Keep participants engaged with updates.
- ✓ Have fun and celebrate your impact!

By following these steps, you can successfully support the Maryland Book Bank and help spread the joy of reading! 📖✨

Thank You!