

Step 1: Form Your Team

- **Action:** Gather 3-5 friends and a parent/guardian who share your passion for promoting literacy.
 - **Goal:** Build a strong and motivated group to collaborate on the book drive.
 - **Tip:** Assign roles, such as team lead and communications manager, to ensure smooth operations. Create a calendar or plan to execute your fundraisers and reach your goal efficiently.
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Step 2: Register Your Team

- **Action:** Submit your team's details to "**Literacy Across Seas**" via the club's registration form.
 - **Details to Include:** Members' names, and all contact information (including the parent/guardian).
 - **Goal:** Officially join the book drive and receive necessary resources and guidance.
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Step 3: Set a Book Collection Goal

- **Action:** Decide how many books your team aims to collect (e.g., 500 for half of a library or 1000 for an entire library)
 - **Goal:** Motivate your team and keep track of progress.
 - **Tip:** Consider focusing on specific genres like children's books, textbooks, or novels, depending on the recipient community's needs.
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Step 4: Spread the Word

- **Action:** Launch a campaign to raise awareness about your book drive.
 - Share on social media platforms (Instagram, Facebook, etc.).
 - Create flyers and posters to distribute in schools, libraries, and local businesses.
 - Organize presentations to encourage others to donate.
 - Raise money through door-to-door fundraising
 - Create a lemonade stand
 - **Goal:** Reach as many potential donors as possible.
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Step 5: Collect Books

- **Action:** Set up drop-off points in convenient locations, such as schools, community centers, or libraries.
 - **Steps to Follow:**
 1. Monitor and organize donated books regularly.
 2. Ensure books are in good condition (no torn pages or excessive markings).
 3. Exclude books with religious material or figures
 - **Goal:** Gather high quality and good conditioned books.
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Step 6: Sort and Pack the Books

- **Action:** Categorize books by age group depending on the kind of library assigned.
 - **Packing Tips:**
 - Use sturdy, medium sized boxes
 - Pack the boxes in a neat and organized fashion, making use of all of the space available.
 - Neatly label them with the appropriate shipping label and the number of books in the respective boxes
 - Include a brief note of encouragement for recipients, if possible.
 - *** REACH OUT TO YOUR BOOK DRIVE MENTOR TO GET THE PACKAGING LABELS AND REVIEW THE PACKAGING PROCESS****
 - **Goal:** Ensure books are ready for shipping.
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Step 7: Fundraise for Shipping Costs

- **Action:** Organize fundraisers (e.g., bake sales, car washes, or crowdfunding) to cover the cost of shipping the books to Africa.
 - **Tip:** Partner with local businesses or sponsors to maximize contributions.
 - **Goal:** Secure sufficient funds to send the books
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Step 8 : Finalize book count and complete drive

- **Action:** Update the “Literacy Across Seas Book Drive Summary” google form - [LINK](#)
- **Tip:** Inform mentors that book drive is accomplished!