

# THE EDUCATION FOUNDATION of BALTIMORE COUNTY PUBLIC SCHOOLS



September 17, 2018

Dear Team BCPS Education Champions and Ambassadors:

The first day of school has come and gone and Baltimore County Public Schools are busy educating students for a brighter future. This means many students will be in need of replenishable school supplies year round. Often times, teachers reach into their own wallets to purchase much needed items so students in their class are well equipped to learn. The Education Foundation of BCPS would like to subsidize this task by connecting our community ambassadors with the students in need.

This campaign is a reminder to our entire community that everyone – from retirees to elected officials to our business partners – has a stake in ensuring a successful start to the new school year for our students and teachers, benefiting them directly. With your support and assistance, BCPS seeks to collect school supplies for children across Baltimore County who need help obtaining school supplies during the school year.

- ✓ **FACT:** On average, it costs approximately \$50.00 in schools supplies to help a child begin the school year with the tools they need to succeed.\*
- ✓ **FACT:** On average, a teacher spends approximately \$500 to provide supplies to students in his/her classroom from their own income. \*\*
- ✓ **FACT:** Everyone can help in one way or another with time, talent or treasure.

This year we have multiple ways in which you can help which include hosting a school supply drive, making a monetary donation, or volunteering your time and service at the foundations Teacher Exchange Center.

Your support of students, teachers and classrooms in Baltimore County is valued and valuable. If you wish to participate, you will find all the tools and resources you need on line at our Website [www.educationfoundationbcps.org](http://www.educationfoundationbcps.org). Hover over *News & Events* and below it you will find the *Tools for School Supply Drive* web page.

We thank you for supporting students in need during the school year. Let's help our teachers provide the tools needed for success. Thank you!

Contributing to a Brighter Future for All Our Students,



Deborah S. Phelps  
Executive Director



Laura E. Lemon  
Associate Director

\*Source: <http://fox59.com/2015/07/28/what-it-costs-to-fill-a-typical-school-supply-list/>

\*\*Source: [https://www.huffingtonpost.com/entry/teacher-spending-school-supplies\\_us\\_55e49091e4b0c818f618a6c7](https://www.huffingtonpost.com/entry/teacher-spending-school-supplies_us_55e49091e4b0c818f618a6c7)

## Tools for School Supply Drive Kit

### Overview

We thank you in advance for your decision to participate in our *Tools for School Supply Drive* on behalf of the students and teachers of Baltimore County Public Schools, hosted by The Education Foundation of Baltimore County Public Schools, Inc. By **coordinating a *Tools for School Supply Drive*, becoming an Education Champion, or Volunteering your Time and Service** you will greatly impact the success of our students.

The *Tools for School Supply Kit* is intended to answer any questions your organization might have allowing you to execute a prosperous drive.

The *Tools for School Supply Drive Kit* includes the following information:

OPTION 1: Host a *Tools for School Supply Drive*

OPTION 2: Impact our Classrooms - Become a Champion of Education

OPTION 3: Volunteer Your Time and Service

Resources: Templates for Promotion

### Contact:

Need assistance, additional resources or questions:

Ms. Deborah S. Phelps, Executive Director

E-mail: [dphelps@bcps.org](mailto:dphelps@bcps.org)

Ms. Laura Lemon, Associate Director

E-mail: [Llemon2@bcps.org](mailto:Llemon2@bcps.org)

Ms. Cindy Whitcomb, Administrative Assistant/Bookkeeper

E-mail: [cwhitcomb@bcps.org](mailto:cwhitcomb@bcps.org)

The Education Foundation of Baltimore County Public Schools, Inc.

Headquarters: 443.809.8962



## OPTION 1: HOST a *Tools for School* Supply Drive

### Helpful Hints for Success

#### Step 1: Getting Started

**Before you get started**, PLEASE register online on the **Register to Participate** Form at [www.educationfoundationbcps.org](http://www.educationfoundationbcps.org).

**To find it**....Hover over **News & Events** and below you will find access to the **Tools for Schools Supply Drive** web page.

Next, consider the following:

- Determine what type of school supply drive you want to host:
  - A. A full School Supply Drive – collecting all of the items on the **Tools for School Supply List** (See attached flier for your use)
  - B. Focus on one specific item, such as collecting just pencils, pink erasers, glue/glue sticks or crayons/markers
  - C. Collect new backpacks filled with school supplies
- Get creative with the collection! Organize competitions, create teams and award prizes to those who collect the most.
- Use **Social Media** to promote your campaign with pictures and videos. When posting on Twitter, Instagram or other social media sites to communicate with participants tag the Foundation at @foundationbcps and use the hashtag - #BCPStoolsforschools

#### Step 2: Promote Your Drive

##### Before the Drive Begins:

- The **Tools for School Supply Drive** will be held year round to collect and distribute supplies for the Teacher Exchange Center. (In addition, a mega event will be held at the end of August to kick off the new school year. More details will be provided in July.)
- Tell everyone about the drive. Distribute flyers to your staff. Mention the drive in your newsletter. Create an event on Facebook to help get the word out. Send out an email, memo and/or voicemail announcing the School Supply Drive, that it is being hosted by The Education Foundation of Baltimore County Public Schools, Inc. benefitting Baltimore County Public School students and teachers, and the dates of the drive.
- Make sure everyone knows what is on the Tools for Schools Supply List.
- Include news about the drive in invitations, newsletters and/or meeting announcements.
- Inform the Community Relations or Public Relations Department in your office about the School Supply Drive.

##### During the Drive:

- Make sure your collection bins/boxes are placed in high-traffic areas. So important.
- Create fun themes, such as “Casual Crayon Fridays” to encourage and reward team donations.
- Keep participants informed by tracking process and celebrating success.
- Announce when the drive is reaching its end (about one week prior) for an extra kick.



### Step 3: Collecting Supplies:

- Select a location and the appropriate collection bin or a box(es) for your organization. Observe high-traffic and accessible areas.
- Collection bins/boxes can be made available upon request, however, using your own collection bin can be even easier and more efficient. Feel free to print from the Templates for Promotion section of the *Tools for School Supply Drive Kit* the various fliers for your collection bin(s) and attach it to a Rubbermaid container, cardboard box or heavy-duty bins.

*To request a collection bin/box for school supplies for your office or business, please sign up to participate up online at our website at [www.educationfoundation.org](http://www.educationfoundation.org) NEWS & EVENTS / TOOLS FOR SCHOOL, or call Ms. Cindy Whitcomb, Foundation's Administrative Assistant/Bookkeeper at 443.809.8962 on or before June 29, 2018*

### Step 4: Logistics:

Once items are collected it is time to get them to the Foundation. Please call The Education Foundation of BCPS, Inc. to make arrangements.

- **Contacts:**

Cindy Whitcomb, Administrative Assistant/Bookkeeper: [cwhitcomb@bcps.org](mailto:cwhitcomb@bcps.org)

Laura Lemon, Associate Director: [llemon2@bcps.org](mailto:llemon2@bcps.org)

Deborah Phelps, Executive Director: [dphelps@bcps.org](mailto:dphelps@bcps.org)

- **Phone number:**

Headquarters Office: (443) 809-8962

- **Location:**

The Education Foundation of BCPS, Inc. is located at:

105 W. Chesapeake Ave., Suite B1

Towson, MD 21204

## OPTION 2: Impact our Classrooms - Become a Champion of Education

Don't like to go malls and schools supply stores? Is your time limited to get everything accomplished at work and at home? You want to participate but????? Perhaps consider making a monetary donation and leave the shopping to us.

No matter how small or large your donation, our students, teachers and classrooms will receive 100% of your generous gift through our *Tools for School* Supply Drive and *Teacher Exchange Center*.

Your monetary donation will provide you with the opportunity to incorporate your name, your company's name and logo wherever the event is promoted and on-site at the *Teacher Exchange Center*. (See Champion of Education Impact Agreement to contribute.) *(Sponsorships over \$1,000 are requested to be made via check rather than online.)*

### Benefits of Becoming a Champion of Education Includes:

- Logo/Individual's name on Teacher Resource Center Signage.
- Logo/Individual's name on the Foundation's web site.
- Promotion through Foundation Social Media Platforms (Facebook, Twitter, Instagram)
- Promotion through e-mail Communication – *Mission Moments* (Approximately 10,000+ recipients)

Note: PLEASE register online on the **Register to Participate** Form at [www.educationfoundationbcps.org](http://www.educationfoundationbcps.org). To find it....Hover over **News & Events** and below you will find access to the **Tools for Schools Supply Drive** web page.

## OPTION 3: Volunteering Your Time and Service

When all of the supplies have been collected there is still work to be accomplished. It is now time to unpack and sort before the supplies are distributed. Volunteers are needed for these tasks. Sign up today and be counted as an Education Foundation Ambassador for service. Volunteer jobs include:

- Unpack and sort supplies.
- Set up schools supply tables.
- Distributing school supplies to teachers.

Note: PLEASE register online on the **Register to Participate** Form at [www.educationfoundationbcps.org](http://www.educationfoundationbcps.org). To find it....Hover over **News & Events** and below you will find access to the **Tools for Schools Supply Drive** web page.



## Resources:

### Templates for Promotion

We want to provide you support and assistance with your *Tools for School* Supply Drive. Upon review select and print the sample recruitment forms and flyers for bulletin boards and mailboxes and to place on your collection bin(s).

- Tools for Schools Supply List
- Donate Here
- Impact our Classrooms – Become a Champion of Education
- Volunteering Your Time and Service

Sign up today at our web site [www.education.foundation.org](http://www.education.foundation.org) / News & Events / Tools for Schools / Register to Participate.

