



PROGRAM IMPLEMENTATION FORM

Initiative Name: Family

Program Name: Back To School Supplies

Website address - <https://www.thespruce.com/free-backpacks-and-donated-school-supplies-2996985>

Description of program

There are families in our community that cannot afford the required school supplies. In effort to help the community, host an annual “back to school give away”, in which essential school supplies are donated to families who are in need of assistance. The goal is to provide supplies to as many students as possible. The hope is to encourage students to perform better academically. This is the first step to ensure that the children in our community have the fundamentals to be successful.

Benefits of program

We understand the importance for students to have all the necessary tools to be successful academically. The children in our communities deserve to have access to the school supplies needed to learn. Students who aren't given the necessary supplies can become frustrated and have a difficult time in class. Our goal is to provide this basic need of assistance to let students and teachers focus on what is really important: learning.

Implementation Steps:

1. Obtain a space for storage/distribution
2. Enlist volunteers to work
3. Create a Budget
4. Create means of financing (donations, fundraising, etc.)
5. Establish relationship with manager of local stores for donations
6. Apply for grants from local stores such as Wal-Mart
7. Solicit stores for donations such as 5 Below, Staples, Office Depot
8. Establish the days and times and boundaries, if any (zip codes) of the event
7. Create Flyers
8. Go to local social services and distribute flyers and information about the event.
9. Go to the local schools and distribute flyers and information about the event.
10. Advertise on social media
11. Take a grant writing class. You will want to apply for grants in the near future.
12. Purchase supplies and book bags
13. The week of distribution: prepare supplies according to age groups for distribution

14. Day of distribution – have clients sign in on sign in sheet.

15. Have clients fill out Client Information card for your records. (Name, address, telephone number, race, list of household members with ages, date of birth, relationship, employed or not) (You will need this information for grant purposes later)

16. Hand out back packs/supplies

17. Clean up.

Please direct your questions to your COGIC Urban Initiatives Jurisdictional Coordinator.

Vice President: Supt. Tony H. CampBell

email address: tcampbell@cogic.org

Phone number: 703 898-5163