



JUNE 15 THRU AUGUST 15

THIS HELPFUL CHECKLIST WILL INSURE YOUR ORGANIZATION HAS EVERYTHING NEEDED FOR A SUCCESSFUL **BACKPACK DRIVE**.

☐ **SET A GOAL**

HOW MANY BACKPACKS DO YOU WANT TO COLLECT?

☐ **MAKE A SUPPLY LIST**

DETERMINE THE AGE GROUPS TO FOCUS ON

☐ **CREATE A TIMELINE**

DETERMINE START/END DATES, STUFF BACKPACKS, DELIVER, ETC.

☐ **FIND PEOPLE TO HELP**

CREATE COMMITTEES (COMMUNICATION, DECORATING, ORGANIZING, ETC.)

☐ **PROMOTE YOUR BACKPACK DRIVE**

DEVELOP A COMMUNICATION PLAN

☐ **DETERMINE YOUR DROP-OFF LOCATION**

CHOOSE AN ON-SITE LOCATION FOR PEOPLE TO DROP BACKPACKS OFF

☐ **BUILD HYPE**

TAKE PHOTOS OF DONATIONS, HIGHLIGHT IMPORTANT DONORS, ETC.

FOR MORE INFORMATION, VISIT
CHILDRENSFUND.ORG/BACKPACKS

OR SCAN THE QR CODE



909.379.0000

CHILDRENSFUND.ORG

