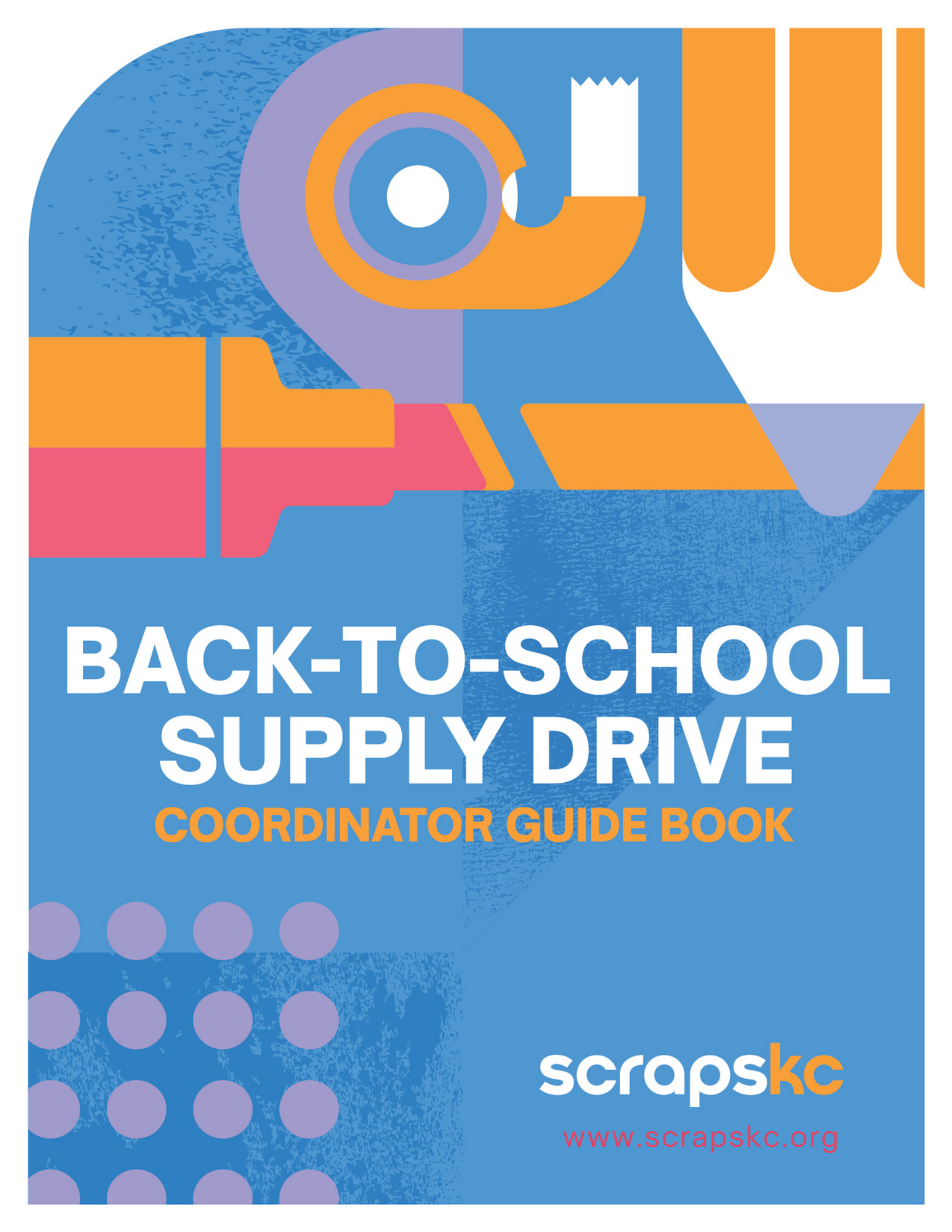




BACK-TO-SCHOOL SUPPLY DRIVE

COORDINATOR GUIDE BOOK

scrapskc

www.scrapskc.org

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Thank you so much for joining ScrapsKC for the Back-To-School Supply Drive. Hosting a drive, contributing to one, or donating financially ensures ScrapsKC is equipped to meet the growing needs of students and teachers who rely on us for their supplies.

In 2025, your generosity benefitted over 700 teachers who served no less than 25,000 students. Our trends in 2026 indicate that twice that many teachers are coming to ScrapsKC for help to serve over 49,000 students. To meet that growth ...

60,000 SCHOOL SUPPLIES ARE NEEDED!

Ready to get started?

This kit has all the information and resources you need to plan, promote, and ensure your drive is a success — for your team and for our teachers and students.

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Info & Stats

ScrapsKC is dedicated to fostering equity in education by equipping teachers and students with the free resources they need to thrive. **Serving 248 schools** across six regional districts, we ensure that educational tools are accessible to all.

Eligible teachers can shop in the Teacher Resource Center every month for a total of 10 shopping visits per year. For an access fee of only \$35, teachers can fill an entire shopping cart each month – the average value of a shopping cart in 2025-26 school year is over \$300!

In 2025 and 2026, we have distributed over \$1 million worth of free school supplies, making a significant impact on countless students' and teachers' lives.

ABOUT THE BACK-TO-SCHOOL SUPPLY DRIVE

Thank you for joining our annual Back-To-School supply campaign! Each summer, ScrapsKC partners with the community to host dozens of simultaneous school supply drives to equip students in need.

Why? 1 in 2 local students come to school empty-handed. Teachers spend an average of \$800 per year to fill that gap in resources.

Who can participate? We invite everyone to join - individuals, businesses, faith groups, civic groups, neighborhoods, sports teams, scout troops, and more!

When? Host your drive anytime between July 7 – August 31, 2026.

Where? Host your drive online and/or in person. Your support will help prepare hundreds, if not thousands of teachers, and tens of thousands of their students in our region for the upcoming school year.

HOST A TRADITIONAL DRIVE

STEP-BY-STEP GUIDE

1) Be a Superhero or Even Recruit a Small Committee

Form a small committee to share the workload. Committee members can:

- Create and distribute flyers or posters.
- Send emails to their networks.
- Post on social media.
- Box up your supplies at the end of your drive.
- Deliver the supplies to ScrapsKC

2) Choose Your Drive Dates

Select a time frame between July and August to host your drive, taking advantage of back-to-school sales. We suggest at least two weeks.

3) Decide What and How to Collect

Refer to our list of Most Needed School Supplies. While we will appreciate any and all school supplies, we really appreciate those supplies that we never get enough of.

4) Have Fun and Get Creative

Make your drop-off box or barrel noticeable! Use the colorful branded barrel provided by ScrapsKC and place it where people can easily see. Try organizing a competition between departments, floors, neighboring businesses, or other groups to boost participation! Establish specific goals for each team or an overall goal for the drive and communicate these goals to everyone involved.

HOST A TRADITIONAL DRIVE

STEP-BY-STEP GUIDE

5) Spread the Word and Build Excitement

Kick off your drive with a special event, share information about school supply sales at local stores, and provide visual updates (try a thermometer). Engage participants through various communication channels and explain why donating school supplies is important to local students. We can provide resources to do a lot of the work for you!

6) Choose a Donation Delivery Time

[Click here](#) to schedule your donation drop-off appointment online.

7) Prepare Your Donations

Pack your collected supplies into boxes or bins we can keep for easy transport and drop-off.

8) Drop Off Your Donations

At your scheduled appointment, bring your donations to:

3269 Roanaoke Rd.
Kansas City, MO 64111

HOST AN ONLINE DRIVE

STEP-BY-STEP GUIDE

1) Set Up your Online Drive Page

Grab your friends, colleagues and business partners, and host an online drive. If you want to host a challenge or collaborate with teams within or between multiple locations, let us know. We can help set up your online drive for you!

2) Promote your drive

Send out email blasts, embed your event URL link into online communications, and easily post your event on social media. We can provide you with templates and social media content!

3) Start shopping

Once promoted, supporters will shop via your supply drive page just like any other online shopping cart. A tax receipt is provided via email at the time of purchase.

4) Complete your drive

After your drive ends, ScrapsKC will use the funds to purchase school supplies in bulk. Drive results are tracked live during your event via your thermometer.

ScrapsKC utilizes its tax exempt status to make every dollar donated go a lot farther in procuring supplies for a student in need.

BRING A GROUP TO VOLUNTEER

STEP-BY-STEP GUIDE

1) Gather Your Group

- Invite coworkers, friends, family, or community members
- Groups can include up to 25 volunteers
- Kids ages 3 and up are welcome

2) Schedule Your Volunteer Date

- Fill out the volunteer application here: [Group Volunteer Application](#)
- In the notes, be sure to mention: **Back-To-School Supply Drive**
- The Volunteer Coordinator will reach out to schedule your group

3) Prepare for Your Volunteer Day

- Your group will participate in a 2-hour volunteer session
- The experience includes a full tour of the organization

4) Volunteer Activities

During your session, your group will help:

- Sort school & art supplies
- Test items for quality
- Clean and organize materials
- Package supplies for distribution

PLUS: A full behind the scenes tour!

DONATE FINANCIALLY

MONETARY DONATIONS

Checks or Cash:

- Checks should be made payable to ScrapsKC and include "Back-To-School Supply Drive / (Company/Organization) on the memo line.
- Mail to: 3269 Roanoake Rd., Kansas City, MO 64111.

Credit Cards:

- Donations can be made using a credit card on our website at ScrapsKC.org/donate
- To ensure donations are credited to your company's supply drive total, please type **Back-To-School Supply Drive** along with your name, company name and/or supply drive location in the comments.
- If you're hosting an online supply drive, donors can also make credit card donations by clicking Donate Dollars.

Matching Gifts

- If your company has a matching gift program — you can increase the impact of your donation. Make sure to remind your employees to complete the necessary paperwork or contact HR.
- If you're hosting an online supply drive, encourage your donors to look for the checkbox during the donation process that states, This Donation Can Be Matched.

MAKE IT FUN!

POINT SYSTEM

Every pound of supplies, dollar donated, and volunteer hour earns points!

Every point earned gives your team the opportunity to be rewarded / recognized for their stellar efforts. The true winners are the teachers and students that start the school year with the supplies they need most – but this cannot happen without your commitment!

ScrapsKC can create a page to track your organization/group progress.

Want to add some fun competition? Create teams within your company to compete against each other. Implement the ScrapsKC point system for even more incentive! We'll manage it for you.

TRADITIONAL DRIVE

Every 1 pound of school supplies = 1 point

ONLINE DRIVE

Every item purchased: \$1 in value = 1 point

VOLUNTEERING

Every hour volunteered = 25 points

FINANCIAL DONATIONS

Monetary contributions: \$1 = 1 point

SPONSORSHIPS & RECOGNITION

DISTINGUISHED ALUMNI – Organization with the most points!

- All benefits outlined with the Valedictorian sponsorship
- PLUS: A special prize!

VALEDICTORIAN - \$10,000 or 10k Points

- Everything included in Teacher's Pet
- PLUS: Logo prominent on newsletters throughout the campaign
- PLUS: Recognition on signage inside the Teacher Resource Center at ScrapsKC
- PLUS: Full table at the culminating celebration event

PRINCIPAL'S LIST – \$5,000 or 5k Points

- Everything included in Teacher's Pet
- PLUS: Four seats at the culminating celebration event
- PLUS: Recognition on signage inside the Teacher Resource Center at ScrapsKC

HONOR ROLL - \$3,500 or 3.5k Points

- Everything included in Teacher's Pet
- PLUS: Two seats at the culminating celebration event

TEACHER'S PET - \$2,500 or 2.5k Points

- Logo on ScrapsKC corporate partner page and campaign page throughout the campaign
- Individual shout-out in social media
- Program and signage recognition at the culminating celebration event

RECOGNITION

School Supply Drive Host/Partner

- All participants will receive recognition on the ScrapsKC School Supply Drive web page

TOP SUPPORTER AWARDS

BEST TRADITIONAL DRIVE - Most impactful traditional supply drive

BEST ONLINE DRIVE - Most impactful online supply drive

BEST VOLUNTEERS - Group with the most volunteer hours

SMALL BUSINESS ALL-STAR - Most impactful companies with fewer than 50 employees

INDIVIDUAL ALL-STAR - Most impactful individual fundraiser

GROUP ALL-STAR - Most impactful self-organized fundraiser

All winners will receive recognition at the ScrapsKC Teacher Resource Center Celebration Event!