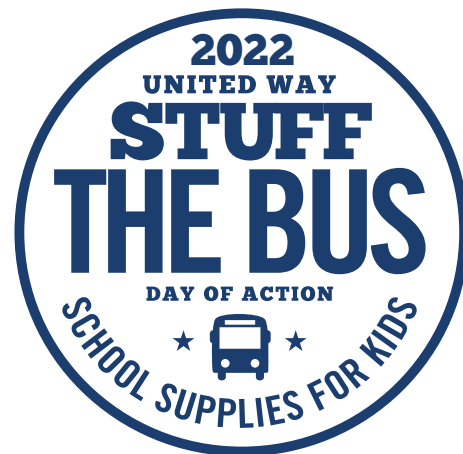


United Way of Greater Nashville
2022 Stuff the Bus Day of Action
How to Run an
In-Person Collection Drive



1. **If you haven't yet, [sign up here](#) by June 30 to let us know you're running a supply drive.** Once you sign up, United Way will ship empty drawstring backpacks, boxes and box labels to your specified location for when you're ready to stuff and pack your kits.
2. **Post your supply list in a common area, on your workplace's intranet or email to your staff.** Make it simple by using the posters and emails provided. Be sure to include your goal, cut-off date and where supplies can be dropped off.
3. **If you want to track your progress, consider setting up an Amazon Wish List where your team can order supplies directly and have them shipped to your office.** Or if your team prefers to shop in-store, create a SignUpGenius link to make sure that each supply has been accounted for.
4. **Once all supplies have been collected, set up a packing day to stuff your backpacks full of supplies.** Place your backpacks in boxes using the provided labels so they're ready to drop off.
5. **Gather a few team members to deliver your boxes full of backpacks to Nissan Stadium on Wednesday, July 20 from 10 a.m. to 2 p.m.** Stick around to enjoy food trucks, music and other festivities with your team after you drop off your boxes!
6. **Celebrate your hard work!** Because of you, kids in our community will have all the tools to start their year ready to learn.

For questions about Stuff the Bus or how to become a sponsor, email Lindsay Keitel at lindsay.keitel@unitedwaygn.org.

SUPPLY LIST

Each completed backpack must contain the items listed below. Please do not deviate from this list so that all students receive the same supplies.

- Colored Pencils (12pk)
- Crayons (24pk)
- Eraser, large, pink (1)
- Folder, 2 pocket, durable poly (1)
- Glue Sticks (2)
- Markers, washable, broad tip (8pk)
- Notebook, 1 subject, wide ruled (70 pages) (1)
- Pencil Case, 3-ring grommet (1)
- Pencil Sharpener, double barrel (1)
- Pencils, #2HB (12pk)
- Ruler, 12" (1)
- Scissors, 5" blunt tip (1)

Sponsored by:





COLLECTION DRIVE

Help us make sure every student has the supplies they need to succeed in school.



Help our team collect

of backpacks filled with school supplies by

To learn more, contact:

Sponsored by:



On-Site Collection Drive Email Template

Dear colleagues,

We're excited to announce that our workplace is participating in United Way of Greater Nashville's 2022 Stuff the Bus collection drive! With your help, we can make sure kids in our community have all the supplies they need to start their year ready to learn.

To participate in our collection drive, simply visit {insert SignUp Genius, Amazon Wish List, etc. link if applicable} or you may purchase any of the supplies below at your store of choice and drop them off at {insert location where you're collecting supplies}. Please deliver all purchased supplies to {insert location where you're collecting supplies} by insert deadline. Supplies needed:

- Colored Pencils (12pk)
- Crayons (24pk)
- Eraser, large, pink (1)
- Folder, 2-pocket, durable poly (1)
- Glue Sticks (2)
- Markers, washable, broad tip (8pk)
- Notebook, 1-subject, wide-ruled (70 pages) (1)
- Pencil Case, 3-ring grommet (1)
- Pencil Sharpener, double barrel (1)
- Pencils, #2HB (12pk)
- Ruler, 12" (1)
- Scissors, 5" blunt tip (1)

We have a company-wide goal of providing {insert team goal} backpacks full of supplies to kids throughout Greater Nashville.

Join us on {insert date} to help stuff the supplies we've collected into backpacks.

Help us make this year's Stuff the Bus the best one yet!

Please reach out to {insert contact name} with any questions.

Thank you for your support!