

ARE YOU READY TO MAKE A DIFFERENCE THIS BACK-TO-SCHOOL SEASON?

# BE BACK TO SCHOOL BACKPACK SERVICE PROJECT GUIDE

COME JOIN THE KING CENTER COLLECT, ASSEMBLE AND DISTRIBUTE BACKPACKS.





### **MISSION:**

Be Love Day inspires people around the world to join The King Center's Be Love Movement; to pledge to do their part in making a love imprint on their homes, communities, nations, and world; and to committedly respond to Be Love Day calls to action.





## **Table of Contents**

- Purpose of Guide
- Project Overview
- Project Mission
- Suggested Supplies List
- Where to Order
- Activation Timeline
  - o Planning, Preparation, Execution
- Additional Tips
- Additional Resources
  - o Email Templates
  - o Be Love Pledge Cards
  - o Be Love Day Social Image Gallery
  - o Be Love Day Social Media Kit
  - o Be Love Day Playlist
  - o Impact Tracker







#### Purpose of the Guide

Thank you for your interest in supporting the Be Love Day Back to School Backpack Service Project!

This guide is designed to help our national partners duplicate the impactful service project we're conducting at The King Center in Atlanta, GA on Be Love Day on July 12<sup>th</sup>, 2024.

#### **Project Overview**

The Be Love Day Backpack Service Project goal is to provide essential 1000 backpacks and school supplies to under-resourced students in Middle School and High Schools, ensuring they start the academic year with confidence and readiness for success.

#### **Project Mission**

As part of the Be Love initiative, our mission is to bridge the educational resource gap and support the academic journey of students who lack resources. By providing 1000 backpacks filled with essential school supplies, we aim to empower students with the tools they need to thrive in their learning environment, regardless of their socioeconomic background.

#### **Suggested Supplies List**

- 1. Notebooks
- 2. Pens (Blue, Black, and Red)
- 3. Pencils
- 4. Erasers
- 5. Crayons
- 6. Colored Pencils
- 7. Markers
- 8. Rulers
- 9. Glue Sticks
- 10. Scissors
- 11. Highlighters
- 12. Pencil Cases
- 13. Calculators (for older students)
- 14. Hand Sanitizer
- 15. Facial Tissues

The above list is a general supply list, please contact local schools to obtain lists of required supplies in your area!

#### Where to Order

The Backpacks and supplies can be ordered from office supply stores such as Staples, Office Depot, or online retailers like Amazon and Walmart.

For bulk orders, consider contacting local wholesalers or reaching out to manufacturers directly for potential discounts.





#### Activation Timeline

#### 1. Planning Phase

- Determine the target number of backpacks and supplies to assemble.
- Identify partner organizations and volunteers.
- Establish a budget and allocate funds for backpacks and supplies.
- Select backpacks and order necessary supplies.

#### 2. Preparation Phase

- Arrange transportation and logistics for delivery of backpacks and supplies.
- Recruit volunteers and assign roles for the event day.
- Promote the service project through social media, email, newsletters, and local community outreach.

#### 3. Execution Phase (Event Day)

#### a. Service Project

- Set up assembly stations for filling backpacks with supplies.
- Coordinate volunteers to efficiently assemble and pack backpacks.
- Organize distribution logistics for delivering backpacks to designated schools or community centers.
- Don't forget to thank your volunteers!
- Distribution to Schools
- Coordinate logistics for backpack distribution with partner schools.
- Schedule delivery or pickup dates with school administrators.
- Prepare delivery documentation and confirm receipt of backpacks.
- Facilitate distribution events or arrange for backpacks to be distributed to students.

#### b. Follow-up Phase (Post-Event)

- Please complete the Impact Tracker for your project.
- Conduct a debriefing session to evaluate the success of the project and identify areas for improvement.
- Express gratitude to volunteers, sponsors, and partner organizations.
- Collect feedback from recipients to assess the impact of the project.

#### Additional Tips

- Consider hosting a kick-off event to generate excitement and support for the project.
- Collaborate with local businesses or corporations for sponsorships or in-kind donations of backpacks and supplies.
- Engage volunteers from diverse backgrounds to foster a sense of community involvement and inclusivity.
- Document the project through photos and testimonials to share the impact with stakeholders and inspire future initiatives.



By participating in Be Love Day, you are making a meaningful difference in the lives of students in your community.

Together, we can empower the next generation to reach their full potential through education! For any questions on Be Love Day or the Back-to-School Backpack Service Project please reach out to Andrus Washington, Special Events Project Manager, awashington@thekingcenter.org, Hayat Nawd, Director of Volunteer Services, hnawd@thekingcenter.org.

#### **Additional Resources**

#### Email Template

Feel free to customize the email template below with specific details about your back-to-school backpack service project, including dates, locations, and donation guidelines.

Subject: Invitation to Participate in Our Back-to-School Backpack Service Project

Dear [Recipient's Name],

I hope this email finds you well. I am writing to share an exciting opportunity to make a positive impact in our community through our upcoming Be Love Day Back-to-School Backpack Service Project on July 12<sup>th</sup>, 2024.

We are joining The King Center in The Be Love Initiative to support under-resourced students. We will be organizing a donation drive and distribution event to provide essential school supplies and backpacks to students as they prepare to return to school for the upcoming academic year. We believe that every child deserves the tools they need to succeed, and we are committed to ensuring that no student is left behind.

We would like to invite you to participate in our service project.

Here are some ways you can get involved:

- Donate school supplies and backpacks: [Include details on accepted items and donation dropoff locations]
- Volunteer your time: Whether you can spare a few hours or a full day, your time and support would be greatly appreciated in making this initiative a success. [Provide information on volunteer opportunities, including roles and responsibilities]
- Spread the word: [Encourage recipients to share the project with their networks and help raise awareness, share Be Love Day graphic and Service Project Guide]

If you are interested in participating or would like more information about the service project, please don't hesitate to contact us at [Your Contact Information]. We would be happy to provide further details and answer any questions you may have.

To learn more about Be Love Day please visit <u>Be Love - The King Center.</u> Thank you for considering our invitation to join us for Be Love Day and to support students in our community.

Warm regards,



# <section-header>

Be Love Day Playlist Various Artists - BE LOVE x UMG (Ink.to)

Be Love Day Social Image Gallery Visit <u>Be Love - The King Center</u> for more graphics





ARE YOU READY TO MAKE A DIFFERENCE THIS BACK-TO-SCHOOL SEASON?

# BE BACK TO SCHOOL BACKPACK SERVICE PROJECT GUIDE

COME JOIN THE KING CENTER COLLECT, ASSEMBLE AND DISTRIBUTE BACKPACKS.

