

Welcome to Pages With Purpose!

We're so excited you're taking this journey to help create a whole new generation of book-lovers! This kit includes every document you'll need to run your event, in addition to the image files and spreadsheet on our website.

Included in this PDF:

Page 1: Welcome

Pages 2-3: Finding and Recruiting Volunteers

Pages 4-7: Email and Text Templates for Volunteers

Page 8: Volunteer Schedule

Pages 9-12: Email and Text Templates for Donors

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Pages 16-20: Email Templates for Contacting Schools

Page 21: School Information Sheet for Drop-Offs

Page 22: Book Delivery Process

Pages 23-26: Closing Out Your Event (handling excess donations and templates for "thank you" emails/texts)

Pages 27-31: Evaluating Your Wins and Growth Opportunities

On our website you'll find:

- Instagram post to recruit volunteers and donors
- 8.5x11 Recruit Poster
- 9x16 Recruit Poster
- Gift Tags (10 per page) in various forms:
 - Color with to/from wording
 - Color, blank
 - Black and white with to/from wording
 - Black and white, blank
- A link to a Google Sheets spreadsheet template for tracking your donated books

Good luck in your endeavors, and please feel free to reach out with any questions! We'd love to hear how your event went.

Sincerely,

The team at Pages With Purpose

Finding and Recruiting Volunteers

Finding volunteers can often be the most difficult part of a charitable event. Here are a few things you want to keep in mind when assessing potential volunteers:

- Dependability
- Leadership potential
- Work ethic
- Skill sets
- Available time
- Focus while working
- Attitude

Where people fall in each of these categories is also a large determining factor when choosing what positions they take in your organization. Pay attention to leadership skills when assigning supervisors.

The easiest place to start is with students who have service hour requirements for their schools. When employing students for the trade of service hours, it's vitally important that you work with them to track their hours for submission to their schools.

People who you may consider approaching to volunteer include:

- Students
- Work-at-home or Stay-at-home parents (be ready with plans or statements for how you will handle childcare requests)
- Retirees
- Relatives of your organization's leadership team
- Neighbors
- Co-workers (yours, significant other's, parent's)
- Members of your religious organization or other charities
- Organizations that actively look for outreach opportunities such as Girl/Boy Scouts of America, church youth groups, local school service clubs, etc.
- Small businesses who may want their employees to do an outreach activity together

When recruiting volunteers, have a clear goal in mind, as well as an estimated time commitment. People are busy, and want to know that your organization is well-run and professional. Have a 30-second "elevator pitch" prepared that sums up your organization, what you're hoping to accomplish, and how they can help. You may start with attempting to recruit them as a volunteer, and if they're not available in that capacity, seeing if they'd be willing to donate materials or funds.

A sample elevator pitch: “Hi [name], I’m [your name] and I’m volunteering with Pages With Purpose. We’re a charity that gift wraps donated children’s books and delivers them to students at under-resourced schools in the area. We’re recruiting volunteers to help us for at least 2 hours with repairing, wrapping, or delivering books for our [date of event] giveaway. Would you be willing to help?”

If they are able to help, get them scheduled immediately! See our “Volunteer Schedule” document for a suggested tracking method. If not, follow it up with “I can understand you’re busy! We also need help in the form of donations... books, wrapping paper, and tape. Is that something you’d be willing to help with instead?”

See our “Volunteer Request Email/Text Template,” as well as the Instagram post and posters we’ve created for ways to reach out beyond in-person requests!

Volunteer Request Email/Text Template

We suggest sending emails or texts to people you don't have face-to-face communication with. Email is a more formal method and is suggested for people you don't know as well. Text can be more informal and can include emojis if it fits your personality and the level of relationship with the potential volunteer. It's considered good etiquette to only send texts during hours when most people are awake and working or socializing (9am-7pm are the hours we would recommend).

Because businesses are usually more likely to donate supplies than time, we included a special note in their email template, offering that option. We do not recommend texting businesses.

Always be gracious and thank them for their time, even if they are unable to contribute. How you handle a rejection now may open doors for collaboration in the future. There's a fine line between persistence and annoyance. If they don't respond to your follow-up message, consider them not interested.

See templates on the following pages.

Email for Individuals:

Subject: Help us create a whole new generation of book-lovers!

Dear [their name],

I'm [your name] and I'm a volunteer with Pages With Purpose. We're a charity that gift wraps donated children's books and delivers them to students at under-resourced schools in the area. We're recruiting volunteers to help us for at least 2 hours with repairing, wrapping, or delivering books for our [date of event] giveaway.

Every little bit gets us closer to our goal of putting books in the hands of children. Would you be willing to help?

Sincerely,

[your name]

If they are able to help, get them scheduled immediately! See our "Volunteer Schedule" document for a suggested tracking method. If not, follow it up with, "I can understand you're busy! We also need help in the form of donations... books, wrapping paper, and tape. Is that something you'd be willing to help with instead?" If not, graciously thank them for their time.

If you do not receive a response, follow-up in 3-7 days with the following:

Hi [their name]! I just wanted to follow up on this email since it had been a few days. I didn't want you to miss out on the opportunity to help create a whole new generation of book-lovers! Were you able to volunteer or perhaps donate supplies?

Email for Businesses:

Subject: Help us create a whole new generation of book-lovers!

Dear [their name],

I'm [your name] and I'm a volunteer with Pages With Purpose. We're a charity that gift wraps donated children's books and delivers them to students at under-resourced schools in the area. We're recruiting volunteers to help us for at least 2 hours with repairing, wrapping, or delivering books for our [date of event] giveaway. We know businesses like yours often enjoy finding creative ways their team can serve the community together.

If volunteering time is not feasible, we also have opportunities to donate supplies, and are happy to provide any documentation your company needs to make sure your generous donation qualifies for a tax write-off. Just let me know if this fits better with your charitable vision.

Every little bit gets us closer to our goal of putting books in the hands of children. Would you be willing to help?

Sincerely,

[your name]

If they are able to help, get them scheduled immediately! See our "Volunteer Schedule" document for a suggested tracking method. If not, follow it up with, "[I can understand you're busy! We also need help in the form of donations... books, wrapping paper, and tape. Is that something you'd be willing to help with instead?](#)" If not, graciously thank them for their time.

If you do not receive a response, follow-up in 3-7 days with the following:

[Hi \[their name\]! I just wanted to follow up on this email since it had been a few days. I didn't want you to miss out on the opportunity to help create a whole new generation of book-lovers! Were you able to volunteer or perhaps donate supplies?](#)

Text for Individuals:

Hi [their name]! I'm [your name] and I'm a volunteer with Pages With Purpose. We're a charity that gift wraps donated children's books and delivers them to students at under-resourced schools in the area. We're recruiting volunteers to help us for at least 2 hours with repairing, wrapping, or delivering books for our [date of event] giveaway. Every little bit gets us closer to our goal of putting books in the hands of children. Would you be willing to help?

If they are able to help, get them scheduled immediately! See our "Volunteer Schedule" document for a suggested tracking method. If not, follow it up with, "I can understand you're busy! We also need help in the form of donations... books, wrapping paper, and tape. Is that something you'd be willing to help with instead?" If not, graciously thank them for their time.

If you do not receive a response, follow-up in 3-7 days with the following:

Hi [their name]! I just wanted to follow up on this text since it had been a few days. I didn't want you to miss out on the opportunity to help create a whole new generation of book-lovers! Were you able to volunteer or perhaps donate supplies?

Volunteer Schedule

Enter times scheduled for each volunteer for each date. Use this document for scheduled time worked, and use Service Hours Tracker for actual time worked.

[illegible]

Donor Request Email/Text Template

We suggest sending an email or text to people you don't have face-to-face communication with. Email is a more formal method and is suggested for people you don't know as well. Text can be more informal and can include emojis if it fits your personality and the level of relationship with the potential donor. It's considered good etiquette to only send texts during hours when most people are awake and working or socializing (9am-7pm are what we would recommend). We do not recommend texting businesses.

One helpful method, especially for our busy and mostly cashless society, is to have an Amazon wishlist for your organization. Linking directly to the wishlist allows donors to quickly and easily have their donation delivered directly to your door!

When approaching businesses, make sure you stress that they can use this opportunity as a charity write-off, and that you will give them a promo post on your social media. If they have a social media presence, be sure to tag them in your post and include photos of happy volunteers enjoying what they've donated. Local small businesses rely heavily on word of mouth for advertising, and all businesses like to be seen as charitable.

If you schedule large work days, where you plan to complete most of the work over several hours, consider asking for food donations to keep your volunteers well-fed and happy. Local restaurants and small businesses are best to approach for these donations.

Always be gracious and thank them for their time, even if they are unable to contribute. How you handle a rejection now may open doors for collaboration in the future. There's a fine line between persistence and annoyance. If they don't respond to your follow-up message, consider them not interested.

See templates on the following pages.

Email for an individual:

Subject: Help us create a new generation of book-lovers!

Dear [their name],

I'm [your name] and I'm a volunteer with Pages With Purpose. We're a charity that gift wraps donated children's books and delivers them to students at under-resourced schools in the area. We're in need of donors for our [date of event] giveaway.

Items we need:

- New or gently-used children's books
- Wrapping paper
- Curling ribbon
- Transparent "Scotch" tape
- Clear packaging tape
- Black Sharpies
- 5x5 "Post-It" notes
- Black pens
- Erasers
- White-out
- Sturdy boxes and bags for transporting books
- White cardstock paper for gift tags

Every little bit gets us closer to our goal of putting books in the hands of children. Would you be willing to help?

Sincerely,

[your name]

If they are able to help, get a supply drop-off scheduled immediately! If not, follow it up with, "No problem! We are also looking for volunteers to help process, wrap, and deliver the books. Is that something you'd be willing to help with instead?" If not, graciously thank them for their time.

If you do not receive a response, follow-up in 3-7 days with the following:

Hi [their name]! I just wanted to follow up on this email since it had been a few days. I didn't want you to miss out on the opportunity to help create a whole new generation of book-lovers! Were you able to donate supplies or perhaps volunteer?

Email for a business:

Subject: Help us create a new generation of book-lovers!

Dear [their name],

I'm [your name] and I'm a volunteer with Pages With Purpose. We're a charity that gift wraps donated children's books and delivers them to students at under-resourced schools in the area. We're in need of donors for our [date of event] giveaway. We are happy to provide any documentation you need to assist you in claiming your donation as a tax write-off!

Items we need:

- New or gently-used children's books
- Wrapping paper
- Curling ribbon
- Transparent "Scotch" tape
- Clear packaging tape
- Black Sharpies
- 5x5 "Post-It" notes
- Black pens
- Erasers
- White-out
- Sturdy boxes and bags for transporting books
- White cardstock paper for gift tags

We are also accepting food/catering donations for our team's large work days on [dates/times]. Donations for this would include a special social media post tagging your company and thanking you for the generous donation!

Every little bit gets us closer to our goal of putting books in the hands of children. Would you be willing to help?

Sincerely,

[your name]

If they are able to help, get a supply drop-off scheduled immediately! If not, follow it up with, "No problem! We are also looking for volunteers to help process, wrap, and deliver the books. Is that something you'd be willing to help with instead?" If not, graciously thank them for their time.

If you do not receive a response, follow-up in 3-7 days with the following:

Hi [their name]! I just wanted to follow up on this email since it had been a few days. I didn't want you to miss out on the opportunity to help create a whole new generation of book-lovers! Were you able to donate supplies or perhaps volunteer?

Text for an individual:

Hi [their name]! I'm [your name] and I'm a volunteer with Pages With Purpose. We're a charity that gift wraps donated children's books and delivers them to students at under-resourced schools in the area. We're in need of donors for our [date of event] giveaway. We are happy to provide any documentation you need to assist you in claiming your donation as a tax write-off!

Items we need:

- New or gently-used children's books
- Wrapping paper
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Every little bit gets us closer to our goal of putting books in the hands of children. Would you be willing to help?

If they are able to help, get a supply drop-off scheduled immediately! If not, follow it up with, "No problem! We are also looking for volunteers to help process, wrap, and deliver the books. Is that something you'd be willing to help with instead?" If not, graciously thank them for their time.

If you do not receive a response, follow-up in 3-7 days with the following:

Hi [their name]! I just wanted to follow up on this email since it had been a few days. I didn't want you to miss out on the opportunity to help create a whole new generation of book-lovers! Were you able to donate supplies or perhaps volunteer?

Processing Books

As you receive a donated book, the book will go through the following process:

- Use our “Book Assessment” to categorize the book and note any flaws that need to be repaired. If you're unsure of age range or genre, a quick Google can often help answer questions.
- Enter the book into your master book spreadsheet (a link to a sample Google Sheets document is on our website).
- Pass the book to your repairs department to complete any fixes.
- Pass the book to your gift wrapping department, to wrap the book. They then replace the Book Assessment with a clearly written post-it on the outside of the gift-wrap that includes:
 - Title and Author
 - Age range
 - Genre
- Pass the book to your bows and gift tags department for decoration.
- The book goes into Wrapped Storage to be sorted and delivered to schools.

		Book Assessment											Book Assessment										
Title: _____												Title: _____											
Author: _____												Author: _____											
Format (hardcover/softcover): _____												Format (hardcover/softcover): _____											
Number of pages: _____				Recommended age group: _____								Number of pages: _____				Recommended age group: _____							
Genre(s): _____												Genre(s): _____											
Rate each section from 1-5, 5 = new/like new, 1 = unusable												Rate each section from 1-5, 5 = new/like new, 1 = unusable											
Cover condition:	1	2	3	4	5							Cover condition:	1	2	3	4	5						
Cover readability:	1	2	3	4	5							Cover readability:	1	2	3	4	5						
Pages condition:	1	2	3	4	5							Pages condition:	1	2	3	4	5						
Interior print readability:	1	2	3	4	5							Interior print readability:	1	2	3	4	5						
Free of spills/stains/marks:	1	2	3	4	5							Free of spills/stains/marks:	1	2	3	4	5						
All pages intact:	1	2	3	4	5							All pages intact:	1	2	3	4	5						
The following repairs need to be made:												The following repairs need to be made:											

Repairing minor damage to books

Some of the donated books we receive have been well-loved. Here's a guide to making minor repairs to common book issues. Because these are just books for general enjoyment, expensive acid-free products aren't required.

- Softcover is torn/bent/weak: use clear vinyl or clear packaging tape to re-cover the book. This allows the cover to show through, but provides a bit of extra support. Clear vinyl often has the added benefit of gridlines on the backing to help with straight cutting.
- Pages are torn with pieces still attached: Use clear "Scotch" tape to cover the tear.
- Pen/pencil markings: Do your best to erase them. If that doesn't work, try White-Out or plain white labels to cover any writing. Black Sharpies are also an option for very dark writing. Cute stickers can also be a fun option for younger children's books.

School Contact

To find Title 1 schools in your area, a simple Google search of “Title 1 schools near me” will produce a list of local schools in that category. Peruse the school’s website to see who would be the best person to contact... usually this is the principal. Avoid sales terms in your subject line like “free” because email filters will send these to spam folders.

In most cases, you will need to contact a school 4 times throughout the process of your event:

1. First contact: Seeing if they are interested in participating
2. Second contact:
 - a. If they are not interested, a gracious thank you email
 - b. If they are interested, collecting information
3. Third contact: Confirming delivery just beforehand
4. Fourth contact: Thanking them for their participation and requesting a testimonial/review

See our templates below.

Template for First Contact:

Subject: Would your school like donated books?

Dear [their name]

Good morning, this is [your name]. I am reaching out to ask if you think [their school] would be interested in participating in a book drive we are hosting through Pages With Purpose. We have been collecting books with the intention of distributing them to low-income families who would otherwise not be able to give their children books as Christmas gifts [omit this phrasing if your event is not taking place during the holidays]. [their school] would not need to collect any books, only to receive the ones we collect and distribute them to families who your teachers think have the greatest need for them. If you think that your school would be interested, please let me know who I should reach out to to continue this process.

Sincerely,

[your name]

Template for Second Contact:

If they say no:

Dear [their name]

I appreciate you letting me know! If you'd like, we can keep your school's contact information for the next time we do an event, and see if you'd be interested in the future. Please let me know if you'd like to me keep or remove you from our contact list.

Sincerely,

[your name]

If they say yes:

Dear [their name]

Thank you again for your involvement with this, we are very excited about this project. We are currently in the process of collecting and wrapping the books, and will be dividing them among several local schools. If you could let me know the following, we can start setting your books aside!

- The age ranges of the students participating
- The number of books in each age range
- The best date/time for us to drop them off between these dates [dates of your event]
- Where we should bring your delivery
- Who our volunteer should use as their contact person, and their phone number

Sincerely,

[your name]

Third Contact; send the day before:

Subject: Your books will be arriving soon!

Dear [\[their name\]](#)

Thank you again for your involvement with Pages With Purpose! As requested, one of our volunteers will be delivering your books at [time] tomorrow. We are using this information from our prior email, so please let us know if anything has changed!

Delivery location:

School's contact person:

School's contact number:

Sincerely,

[\[your name\]](#)

Fourth Contact; send the day after:

Subject: Thank you!

Dear [their name],

Thank you so much for working with Pages with Purpose! We were honored to be a small part of the changes you make in these children's lives, and were proud to be able to deliver [# of books] beautifully wrapped books to children in our area.

We would love to include your testimonial in future endeavors to bring books to area children, and to help our volunteers know just how big of an impact they've made. Would you be willing to send us a short comment?

Thank you for making a difference in our community!

Sincerely,

[your name]

School Information for Book Drop-Offs

School Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

School Address: _____

Drop-off Location: _____

Drop-off Date: _____

Drop-off Time: _____

Number of books requested: _____

Age ranges requested: _____

How they would like books sorted: _____

Special requests: _____

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Book Delivery Process

Once your books are gift-wrapped, you'll schedule volunteers to deliver them to the schools. Use our School Drop-Off Email Template to determine what each school's procedure will be, and note that in the school's file. Have their requested books and the school's drop-off instructions ready to go for your volunteer, as well as a contact name and number in case they have trouble finding anything. We recommend planning to arrive a few minutes early, so you don't keep your school's contact waiting.

Sturdy bags and boxes are usually best for transferring books, and can usually be sourced from donors. Liquor stores have exceptionally sturdy boxes, and may have some they are willing to part with if you ask!

Have inexpensive plastic tarps available for volunteers to cover books if your area is rainy/snowy. If the school has ordered several boxes of books, a hand-truck/dolly may also be useful!

Closing Out Your Event

Once you have delivered all the requested books, you'll need to decide how you are handling excess donations. If you intend to host another event, you may store books and supplies until next time. If not, we recommend finding a local children's charity or children's hospital to donate items to.

Take the time to assess how your event went... what went well, and what needs some work for next time. This is the key to providing increasingly more successful events! Use our "Evaluating Your Wins and Growth Opportunities" checklist for a thorough evaluation.

Your team is the lifeblood of your event, so don't forget to thank them, both during and after the event takes place. While snacks and music during working days, and verbal affirmation throughout the event is appreciated, it's always a good idea to send an official "thank you" to everyone involved once the event has been successfully completed. Help them feel involved and connected with your success by listing specific numbers of books delivered, etc. If you receive feedback from schools, be sure to include that with your message. Try to wait no longer than a week after your event to let your team know you appreciate them.

Feel free to personalize these messages with things that fit your team's personality, such as:

- Shout-outs to people who stood out for volunteering a lot of hours, or donating many items
- Reminders to rest and recover after the event, suggestions for self-care
- Call-backs to inside jokes, favorite work songs, special moments
- Inspiring quotes that are meaningful to your team
- Messages from grateful schools

If time permits, send personal messages to each volunteer, rather than a form email to everyone.

It's also in good form to thank your donors and the schools whenever possible. Close your email out with a request for their testimonial. This not only gives you kind reviews to include for your next event, but it helps your team see the impact of their work, which is very motivational!

See our templates below.

Template for “Thank You” Email for Volunteers

Subject: Thank you!

Dear [their name],

Thank you so much for your help with our Pages with Purpose event on [event date]! It's because of volunteers like you that our event was a huge success, and we were able to deliver [# of books] beautifully wrapped books to children in our area. I especially appreciated [something personal about their work ethic, what they brought to the team, etc.]

Thank you for making a difference in our community!

Sincerely,

[your name]

Template for “Thank You” Text for Volunteers

Hi [their name]! Thank you so much for your help with our Pages with Purpose event on [event date]! It's because of volunteers like you that our event was a huge success, and we were able to deliver [# of books] beautifully wrapped books to children in our area. I especially appreciated [something personal about their work ethic, what they brought to the team, etc.] Thank you for making a difference in our community!

Template for “Thank You” Email for Donors

Subject: Thank you!

Dear [their name],

Thank you so much for your donation to our Pages with Purpose event on [event date]!

It’s because of donors like you that our event was a huge success, and we were able to deliver [# of books] beautifully wrapped books to children in our area.

Thank you for making a difference in our community!

Sincerely,

[your name]

Template for “Thank You” Text for Donors

Hi [their name]! Thank you so much for your donation to our Pages with Purpose event on [event date]! It’s because of donors like you that our event was a huge success, and we were able to deliver [# of books] beautifully wrapped books to children in our area. Thank you for making a difference in our community!

Template for “Thank You” Email for Schools

Subject: Thank you!

Dear [their name],

Thank you so much for working with Pages with Purpose! We were honored to be a small part of the changes you make in these children’s lives, and were proud to be able to deliver [# of books] beautifully wrapped books to children in our area.

We would love to include your testimonial in future endeavors to bring books to area children, and to help our volunteers know just how big of an impact they’ve made. Would you be willing to send us a short comment?

Thank you for making a difference in our community!

Sincerely,

[your name]

Evaluating Your Wins and Growth Opportunities

With any project, it's a good idea to take time at the end of the event to note what went well, and what needs to be improved for next time. We refer to these improvements as growth opportunities, because we can always be growing and learning! Try to avoid placing blame when assessing how your event went. The important thing is to learn from your mistakes so the next one can be even better. When noting what went well, take the time to mention anyone who put in extra effort or was an important factor in that section succeeding, and thank them personally.

This is also a great time to evaluate whether each of your volunteers was in the right position for their skill set, or needs to be moved to another job next time.

Management/Supervisory Team Communication:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Distribution of Workload:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Timeliness (Starting and ending on time, meeting deadlines):

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Use of Materials:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Organization of Schedules and Responsibilities:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Number of Volunteers:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Recruiting Volunteers:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Sorting Volunteers into Jobs:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Scheduling Volunteers:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Managing Volunteers as They Worked:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Motivating Volunteers:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Communicating our Goals to Volunteers:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

Communicating the Process to Volunteers:

- ☐ Went well! Here's why:

- ☐ Room for growth. Here's what we can do differently next time:

How Well Our Vision Was Carried Out By Volunteers:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Follow-up With Volunteers for Thanks/Testimonials:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Tracking Service Hours:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Book Assessments:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Book Logging:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Book Repairs:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Book Wrapping:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Book Decorating (Ribbons, etc):

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Gift Tag Creation/Attachment:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Sorting Books for Schools:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Storage of Unwrapped Books:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Storage of Wrapped Books:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Time from Wrapping to Delivery:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Delivery of Books:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Recruiting Donors:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Thanking/Promoting Donors on Social Media During Event:

☐ Went well! Here's why:

☐ Room for growth. Here's what we can do differently next time:

Follow-up With Donors for Thanks/Testimonials:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Storage of Donated Items:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Amount of Donated Items Received/Needed:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Recruiting Schools:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Collection of Numbers/Needs from Schools:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Collaboration with Schools for Deliveries:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Follow-up With Schools for Thanks/Testimonials:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time:

Processing/Storage of Excess Materials:

- ☐ Went well! Here's why:
- ☐ Room for growth. Here's what we can do differently next time: