



EDU SPOTS

Our Collective Future

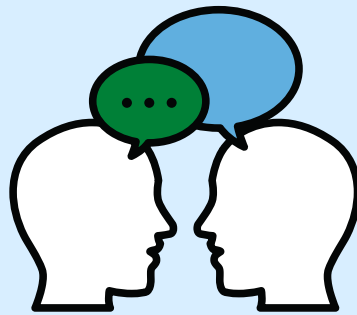
LEADING A BOOK DRIVE: A HOW TO GUIDE



Step 1: Decide on book genres



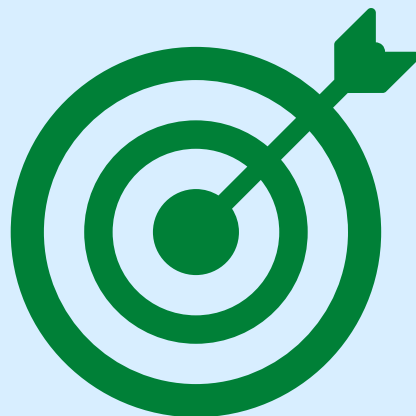
Think about the books that are most needed and wanted by your community.



Write a list of book preferences.



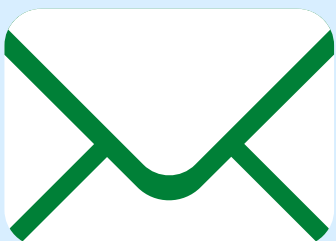
Set a target of how many books you aim to collect!



Step 2: Contact partners



- Write a letter/message to local schools, organisations, universities and partners (you can use the template on the next page!).
- Partner with campus based organisations for example, faculty executives, residential hall tutors & executives, churches, SRC, hostels, clubs, etc.
- Contact donors by email, WhatsApp by posting on social media.



Step 3: Decide on dates and a goal for the book drive



Be organised!



Set a date time and location for the book collection/drop off.



Step 4: Advertise
(see example poster below)

BOOK DRIVE



Date:

Time:

Resources we would love to receive:

- African fiction & non-fiction
- Children's fiction & non-fiction
- Dictionaries in English & other languages
- Encyclopaedias & atlases
- Science & maths books
- Children's magazines
- Adult fiction & non-fiction
- Abacuses, shape boxes, spelling cards, posters & stationary



Template Letter/ Message to Advertise the Book- Drive (Fill in the Spaces!)



Dear _____,

I am writing to you on behalf of EduSpots. EduSpots is an innovative and effective UK registered charity linked to a registered NGO in Ghana. Since 2015, together, we have created a network of 50 physical Spots or libraries in Ghana and beyond, most of which we built or renovated, and many of which are solar-powered. They are all run by over 200 local volunteers who we connect, train and equip to enable them to drive community-led change, impacting 15,000 learners each year. The EduSpots project won the Tes International Award in 2018, and in 2021 our Founder was named as a finalist for the Varkey Foundation's Global Teacher Prize - see BBC article.

In 2022, we are aiming to increase the number of African fiction and non-fiction books available in our 'Spots'. We rely on the kind generosity of supporters, donors, and organisations to provide us with books for our Spots. It is our hope that the team at the _____ might be willing to supply book donations.

If you require any more information please do not hesitate to contact me on _____ cc'ing info@eduspots.org.

Best wishes,



FUNDRAISE



- Post on social media explaining EduSpots ethos.

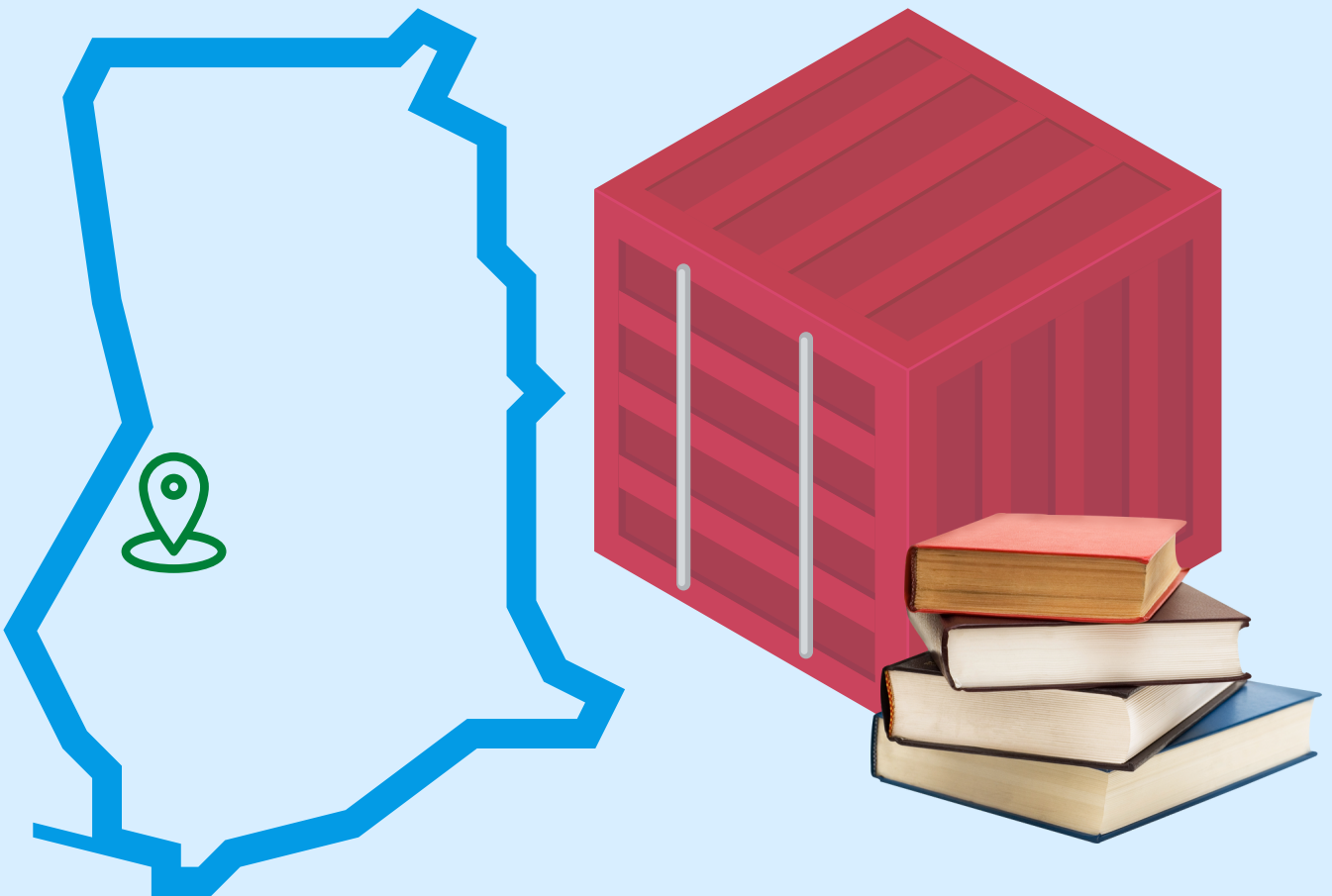


- Describe where the donations will be spent.
- Use donations to buy books!

Step 5: Pick drop-off locations and collect the books



- Place identifiable jute bags / containers at vantage points.
- Pick up donated books on a regular basis.



Step 6: Celebrate the donation!



Take Pictures!



Share on Social Media!



Send Thank you Letters to Donors.

