



Subject: Thank You for Supporting the School Supply Drive!

Dear Community Partner,

Thank you for agreeing to participate in this year's School Supply Drive sponsored by the Kirkwood – Des Peres Area Chamber of Commerce Community Engagement Committee.

Your willingness to serve as a collection site will help the Kirkwood & St Louis school district students and families prepare for a successful school year. We are grateful for your support and commitment to making a positive impact in our community.

To make participation as simple and successful as possible, we have attached a School Supply Drive Toolkit. Inside, you'll find:

- A list of most-needed school supplies
- Sample email content to share with customers and clients
- Ready-to-use social media posts (graphics attached)
- Website and newsletter copy
- Best practices to help maximize donations

We encourage you to place your collection box in a visible location, share information about the drive through your communication channels, and invite your employees, customers, and visitors to participate.

Every backpack, notebook, pencil, and folder donated helps ensure local students have the tools they need to learn, grow, and succeed. Thank you again for partnering with us to support students in our community. Together, we can make a meaningful difference.

If you have any questions, please don't hesitate to reach out.

With gratitude,

Ashley Schmitz

Ashley@terrانovabuilds.com

The Community Engagement Committee

Kirkwood – Des Peres Area Chamber of Commerce

You can access all toolkit documents for copy/paste feature through this QR code or use this URL:

<https://www.kirkwooddesperes.com/back-to-school-supply-drive/>





Best Practices for Participating Businesses

Suggestions to maximize donations:

- ✓ Place your collection box near the entrance or checkout area.
- ✓ Mention the drive to customers during checkout or appointments.
- ✓ Send at least two emails to your customer list:
 - Launch announcement
 - Final-week reminder
- ✓ Post on social media at least once per week.
- ✓ Include a mention in any newsletters or e-blasts.
- ✓ Ask employees to participate and spread the word.
- ✓ Share photos of donations and collection box progress.

Most Needed Supplies

Please donate new, unused school supplies:

- Backpacks-Adult size
- Earbuds-straight connection end
- USB-C headphones
- Colored pencils
- Markers-thick and thin
- Dry Erase markers- Black, thick and thin
- Glue sticks
- Scissors
- Spiral notebooks-wide rule
- Composition notebooks
- Folders-2 pocket, red, yellow, blue, green
- Loose-leaf graph paper
- 1 inch binders
- Highlighters
- Pencil packs
- Pencil boxes/pouches
- Paper towel rolls
- Tissue boxes
- Hand sanitizer
- Disinfecting Wipes
- Personal Care items: travel sized deodorant, unscented lotions, hand sanitizer



or here:

<https://a.co/0euxOPR0>

can order supplies here



Sample Email to Clients/Customers

Subject: Help Local Students Start the School Year Strong

Dear Friends,

We're proud to partner with the Kirkwood – Des Peres Area Chamber of Commerce Community Engagement Committee to support local students through a School Supply Drive.

From now through August 12th, we are collecting new school supplies at our location. Donations of backpacks, 1 inch binders, markers, pencils, folders, glue sticks, and other classroom essentials will help ensure students have the tools they need for a successful school year.

If you're visiting our business, please consider bringing a donation and dropping it in our collection box.

Every item makes a difference. Additionally, there is an Amazon wish list where you can purchase items that will be delivered directly to the Chamber office for school delivery.

Here is that link: <https://a.co/0euxOPR0>.

Thank you for helping support local students and families!

Sincerely,

[Your Business Name]



Additional Communication Suggestions

Post #1

We're proud to be a collection site for the Kirkwood – Des Peres Area Chamber of Commerce School Supply Drive!

Stop by between now and August 12th and help local students start the school year prepared and ready to learn.

Most-needed items include adult sized backpacks, 1 inch notebooks, pencils, composition notebooks, folders, glue sticks, and markers. Additionally, there is an amazon wish list you can purchase from and your order will be delivered directly to the Chamber office for distribution. The link is: <https://a.co/0euxOPR0>

Every donation helps!

#TheChamberThatHasItAll #SchoolSupplyDrive

Post #2

Did you know many local students begin the school year without basic school supplies?

We're helping change that by serving as a collection site for the School Supply Drive sponsored by the Kirkwood – Des Peres Area Chamber of Commerce Community Engagement Committee.

Drop off your donations at our location through August 12th.

Together, we can make a difference for local students.

#TheChamberThatHasItAll

Website/Newsletter Blurb

Our business is proud to support the Kirkwood – Des Peres Area Chamber of Commerce School Supply Drive. We are collecting new school supplies to benefit local students and families. Donations can be dropped off at our location through August 12th. Additionally, there is an amazon wish list you can purchase from and your order will be delivered directly to the Chamber office for distribution. The link is: <https://a.co/0euxOPR0>. Thank you for helping students start the school year prepared for success.



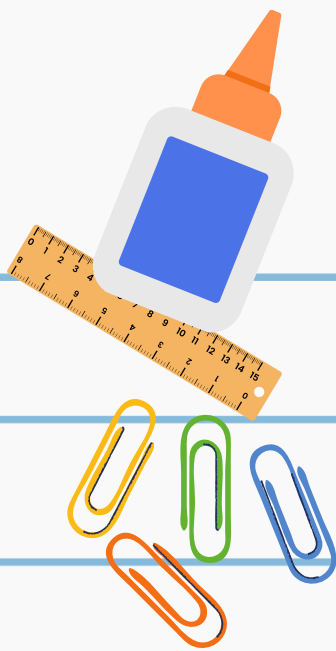
SUPPLY DRIVE **BACK** **TO** **SCHOOL**

**Scan this QR code and order
directly from Amazon wishlist**

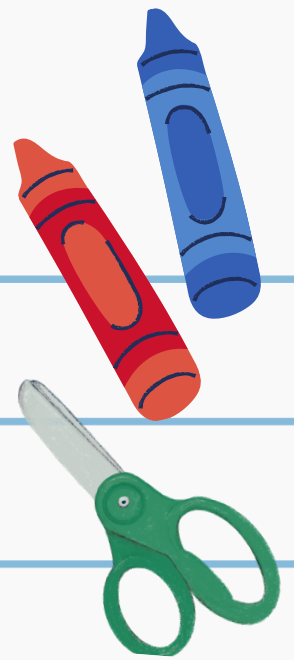


**All Supplies support students
in the Kirkwood School District &
St. Louis Public Schools**





BACK TO SCHOOL DRIVE



Help us support students in the Kirkwood School District and St. Louis Public Schools!

Drop off school supplies to our location by August 12th or use the link in comments to order off of the Amazon Wishlist.

We are grateful for your support!

ITEMS NEEDED:

**PENCILS
COLORED PENCILS
SCISSORS
1" NOTEBOOKS
FOLDERS
ADULT BACKPACKS
GLUE STICKS
HIGHLIGHTERS
MARKERS**

**TISSUE BOXES
PAPER TOWELS
DISINFECTING WIPES
HAND SANITIZER
SPIRAL WIDE RULE NOTEBOOKS
DRY ERASE MARKERS
TRAVEL SIZED PERSONAL CARE**

