



Girl Scouts of Colorado

GENTLY-USED BOOK DRIVE TOOLKIT

Thank you for your interest in hosting a book drive for Reach Out and Read Colorado!

ABOUT REACH OUT AND READ COLORADO

Reach Out and Read Colorado is a nonprofit organization that works to give young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together.

How do we do this?

Reach Out and Read Colorado empowers health care providers to talk with parents of young children about the importance of reading aloud at health check-ups with a special focus on children growing up in poverty. By building on the unique relationship between parents and health care providers, Reach Out and Read Colorado helps families and communities encourage early literacy skills so children enter school prepared for success.

Reach Out and Read Colorado's model is made up of three components:

- 1) a brand new, developmentally- and language-appropriate book,
- 2) anticipatory guidance discussed by a health care provider and
- 3) a literacy-rich clinic environment. This third component begins in the waiting room, where we encourage all clinics to have a supply of gently used books available for children to take home.

Component number 3 is where you come in!

Gently used books will be placed in the clinic waiting room and/or exam rooms. Children and their families can read books while waiting for a visit and should be encouraged to take a book home with them. Books are available for *all* children, including siblings.

HOSTING A SUCCESSFUL BOOK DRIVE

This toolkit will help your troop set up a successful book drive with the following resources:

- Book Drive + Sorting Checklist for Girl Scouts
- Girl Scouts Books Sorting Instructions + Activity
- Book Drive Sample Promotional Content
- Book Drive Box sign
- Book Drive Flyer
- RORCO + Your Name Book Drive Sign
(Microsoft word template: <http://bit.ly/book-drive-sign-template>)

Thank you for helping us collect books and change outcomes for Colorado families.

Last year Reach Out and Read Colorado prescribed reading to more than 130,000 children. Currently there are gently used book libraries in waiting rooms at 330+ clinics, with more than 2,000 medical providers trained to deliver this proven program. Your book drive will directly benefit children in your community!

Girl Scouts of Colorado: Gently Used Book Drive Checklist

BEFORE HOSTING A BOOK DRIVE:

- Please review this packet for book drive requirements, processes and responsibilities.
- To get started, please fill out this short form to let Reach Out and Read Colorado know that you are interested in hosting a book drive in your community:**
<https://reachoutandreadco.org/girl-scouts-co>
 - Books collected will be donated directly to a clinic in your region or to the RORCO office in Denver. Filling out this form is essential for connecting you with a nearby clinic or regional staff member.
 - After filling out the form, a Reach Out and Read Colorado staff member will contact you to confirm there is a clinic in your area that accepts gently used books and answer any questions you may have.

HOST YOUR BOOK DRIVE!

- Decide where and when you are going to host a book drive
 - We recommend hosting your book drive for anywhere from 1-4 weeks
- Find bins or boxes to collect books in
 - You can purchase large boxes that are great for book drives here: www.keeptidy.com
 - You can also use your own card board boxes, clear bins, or laundry baskets
- Spread the word about your upcoming book drive, making sure to explain what Reach Out and Read Colorado does and why we need as many gently-used children's books as possible
- Print out signs for the book boxes, or encourage the troop to make their own posters and signs
 - In this toolkit you will find Microsoft Word templates where you can add your troop name and details about your book drive before printing or sharing
- Collect lots of quality children's books!
 - Requirements:
 - New or gently used (covers and pages intact, clean and unmarked pages, relevant and exciting subject material for today's youth)
 - Age range includes infants through young adults
 - No textbooks or reference books
 - No used coloring or activity books, or leveled readers
 - No books with sensitive themes such as religion, death, divorce or abuse
 - No holiday books

ONCE YOUR BOOK DRIVE IS COMPLETE:

- Gather all collected books in a location for sorting and packaging, and schedule sorting sessions with members of your troop, depending on the amount of books that need to be "quality-checked." We have included instructions (pg 3) and an activity (pg 6) to help explain the sorting process to your troop in this toolkit. Once the books have been sorted, bring unsuitable books that don't meet our criteria to a secondhand store, such as Goodwill or Arc.
- Count the books, and pack them into boxes. We will provide you with Reach Out and Read Colorado stickers to place on the outside of all boxes.
- Contact Reach Out and Read Colorado to inform them that the book drive is complete. Please include the number of books to be donated, along with 2 or 3 dates and times that would work for members of your troop to drop off the donation at the pediatric clinic in your area.
 - RORCO staff will communicate with the clinic and coordinate a drop-off time. We encourage only a few masked representatives go inside a clinic on the chosen date to deliver the books for health and safety reasons.
- Please take pictures throughout this process- hosting the book drive, sorting, with your stacks of books at the clinic, etc. and share with us (as long as we have permission to share online)! And, if you post your own photos on social media, please tag Reach Out and Read Colorado.

Girl Scouts of Colorado: Book Sorting Process

Congratulations on completing your book drive for Reach Out and Read Colorado! The information below will guide you through the book sorting process so that the girls in your troop can review the books and ensure they are ready to be given to one of RORCO's partner clinics.

BOOK SORTING MATERIALS & INSTRUCTIONS

As a reminder, these are the general guidelines for books accepted by Reach Out and Read Colorado:

- Be new or gently-used (covers and pages intact with no rips or tears, clean and unmarked pages)
- Books for children aged 0-18
- No textbooks, reference books, or dictionaries
- No leveled readers or books that teach sight words - 'I Can Read' type books with a plot and/or engaging characters (Lego, Marvel, Disney) are okay to keep
- No coloring or activity books
- No books with sensitive themes such as death, religion, divorce or abuse
- No holiday books (including non-religious holidays like Halloween or Valentine's Day)

In addition to the criteria above, Girl Scouts should discard:

- Outdated Books: Books that are clearly from many years ago often are left sitting on waiting room shelves for clinics to discard. Kids want modern, updated books that they'd also see in the library or in a bookstore. Some examples of outdated books include series like The Babysitter's Club or Nancy Drew that were published in the 1980s or 1990s (if the books have been updated and published more recently and include updated cover art, they are okay to keep).
- Text-heavy or unappealing non-fiction books: Non-fiction picture books about animals or the solar system would be appealing to most kids but a text-heavy book about the Revolutionary War or the Gold Rush likely won't appeal to most kids.

****Encourage the girls to think about whether they or their siblings and friends would be excited to take the book home and read it. If the answer is NO, please discard the book****

If in doubt, we'd rather you discard the book than donate it to a clinic for them to have to discard/donate it, as this creates more work for the clinic. *Any discarded books can be donated to Goodwill, ARC, or another thrift store in your area.*

How many adults should help with the book sorting process?

- Girls aged 8 and under: 1 adult for every 3 girls
- Girls aged 9-11: 1 adult for every 4 girls
- Girls aged 12+: 1 adult for every 5 girls

What materials do I need for book sorting?

- Sturdy, medium sized boxes for approved books. Please be sure the boxes are not too large, as they become difficult to lift and challenging for clinics to store.
- Boxes or bags for unapproved/discarded books (to then donate these to Goodwill, Arc, etc.)
- Red RORCO book sticker for each box (RORCO will send these to you in the mail)
- Scissors
- Packing tape
- Sharpie

Girl Scouts of Colorado: Book Sorting Process Continued

How should I set up the room for book sorting?

We recommend creating stations where small groups of girls, along with an adult supervisor, can sort through books. Please sort books into the categories listed below (board books, picture books, chapter books and novels, and non-fiction books). Books should be placed in sturdy cardboard boxes, labeled with the type of books in the box (for example: Board Books). Please place a red RORCO book sticker on the outside of each completed box.

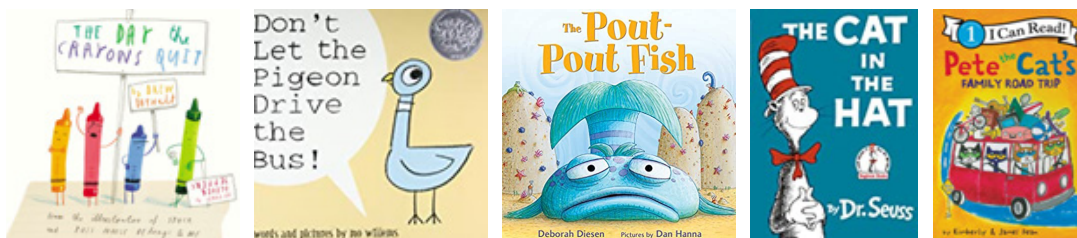
As you begin sorting, we recommend pulling several books from what the girls collected and holding them up for the girls to provide feedback on whether the book should be kept or discarded as examples. Use books that fit in the categories below to guide this part of the process.

BELOW ARE SOME EXAMPLES OF BOOKS THAT MEET REACH OUT AND READ COLORADO'S GENTLY USED BOOK CRITERIA:

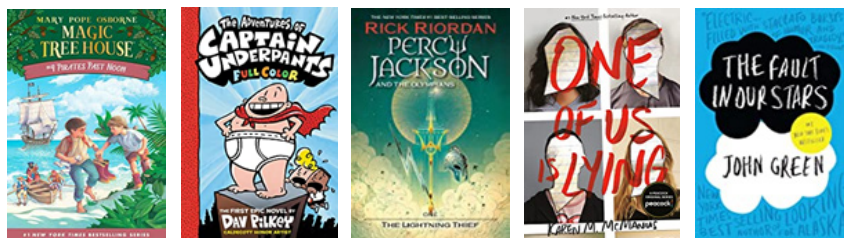
Board Books (*sturdy, cardboard books for babies*)



Picture Books (*books for elementary school students with a story & pictures*)



Chapter Books and Novels (*for late elementary, middle, and high school students*)

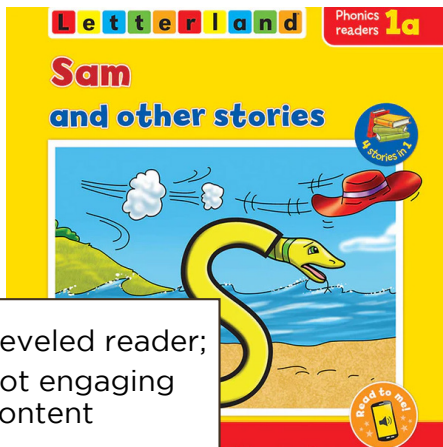


Limited Non-Fiction Books (*current books that feature engaging photos on topics that would be of interest to a large number of children*)

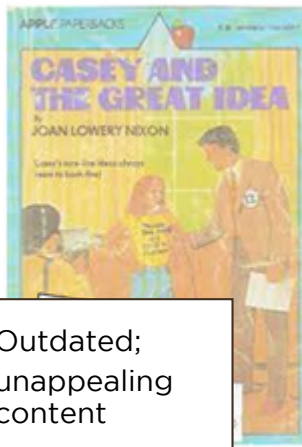


Girl Scouts of Colorado: Book Sorting Process Continued

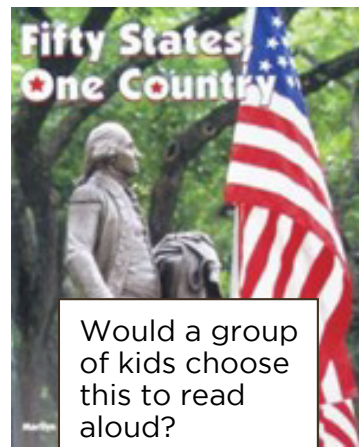
BELOW ARE SOME EXAMPLES OF BOOKS THAT DO NOT MEET REACH OUT AND READ COLORADO'S GENTLY USED BOOK CRITERIA AND SHOULD BE DISCARDED:



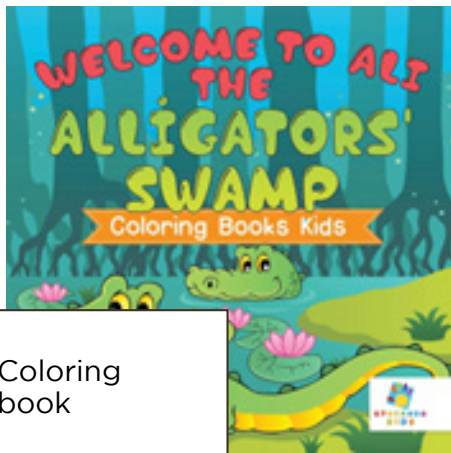
Leveled reader; not engaging content



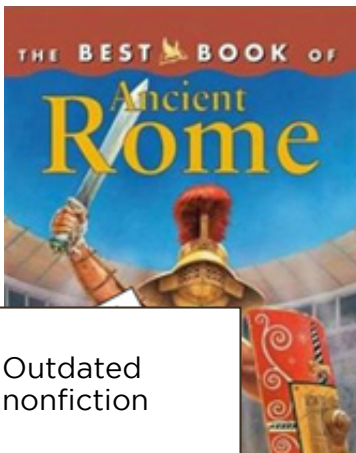
Outdated; unappealing content



Would a group of kids choose this to read aloud?



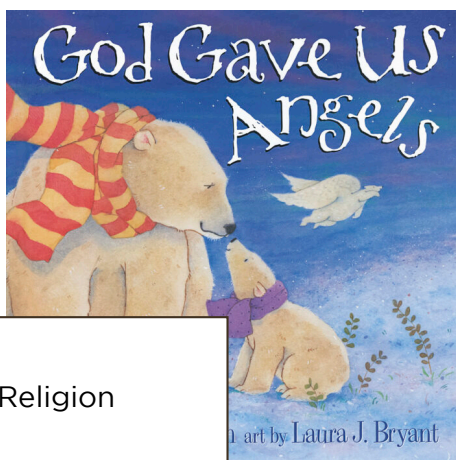
Coloring book



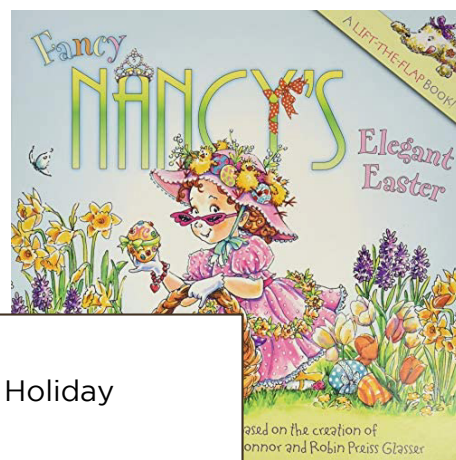
Outdated nonfiction



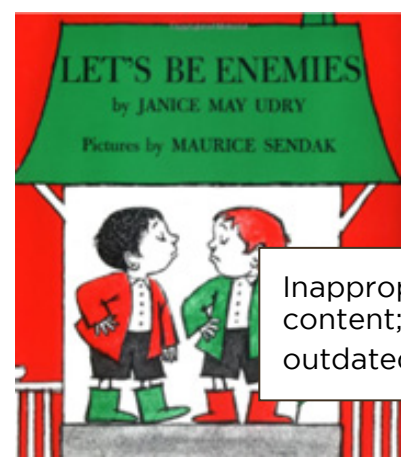
Holiday



Religion



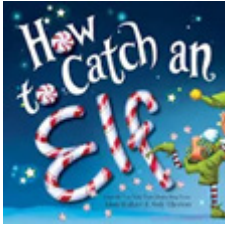
Holiday



Inappropriate content; outdated

BOOK SORTING ACTIVITY FOR GIRL SCOUTS OF COLORADO

Draw a line to match the book with the appropriate reason that Reach Out and Read Colorado cannot accept the book:



**Text heavy /
low interest non-fiction**



Religious content



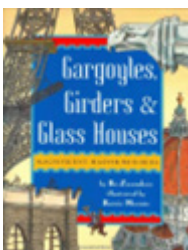
Holiday book



Outdated book



**Text heavy /
low interest non-fiction**



Coloring/activity books

Gently Used Book Drive: Sample Promotional Language

SAMPLE SOCIAL MEDIA POSTS



[COMPANY NAME] is hosting a children's book drive from [DATE RANGE] to benefit Reach Out and Read Colorado. Reach Out and Read Colorado is a nonprofit organization that partners with pediatricians to give young children in Colorado a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. Your books will help make this happen!

To learn more about where and when you can drop off your gently-used children's books, click here (insert link to website or link to press release).



Did you know that over 50% of children in Colorado enter kindergarten lacking the basic developmental skills they will need to learn to read and succeed in school? Well, a local nonprofit, Reach Out and Read Colorado, is working to combat this by providing Colorado families with the tools and resources to read aloud together every day from when their children is born until they are 5 years old.

Join us as we collect gently-used children's books from [DATE RANGE] at [LOCATION] to benefit Reach Out and Read Colorado!

We ask that book donations meet the following criteria:

- Be new or gently used (covers and pages intact, clean and unmarked pages)
- Books are for children aged 0-18
- No textbooks, no coloring or activity books
- No books with sensitive themes such as death, religion, divorce or abuse



We're partnering with a local nonprofit, Reach Out and Read Colorado, to collect gently-used children's books for kids in our community. Through Reach Out and Read, when kids visit the doctor for regular well-visits, they receive a new age- and language-appropriate book from their pediatrician, and their siblings can take these gently-used books from the waiting room to stock their book shelves at home! When families have the tools necessary and understand the importance of reading aloud from a young age, they are significantly more likely to read together every day, preparing their kids for lifelong success.

We will be hosting a book drive at [LOCATION] this month. Drop off your gently-used children's books any time between [HOURS OF OPERATION] from [DATE RANGE]. Thank you for helping build a literacy-rich community!



Reach Out and Read Colorado is a nonprofit organization that gives young children a foundation for success by incorporating books and reading instruction into pediatric care, encouraging families to read aloud together every day. When families are given books and the tools to succeed at every wellness check-up from birth to five years old, kids are more likely to be kindergarten-ready by the time they enter school.

That's why we are partnering with them to collect gently-used books during [DATE RANGE] at [LOCATION]! Join us as we support children in our community by dropping off your gently-used children's books any time between [HOURS OF OPERATION].

You can learn more about Reach Out and Read Colorado here: www.reachoutandreadco.org

EMAIL BOOKS@REACHOUTANDREADCO.ORG OR VISIT WWW.REACHOUTANDREADCO.ORG FOR MORE INFO



Creating libraries and a culture of literacy at home helps build valuable skills during the early, critical years when language development matters most, enabling children to start school with a strong vocabulary and a love of books, placing them on a path to success.

At [COMPANY NAME], we are doing just that by partnering with Reach Out and Read Colorado to collect as many gently-used books as we can before [END DATE]. Please bring your gently-used children's books to [LOCATION], and we will make sure they find good homes!

SAMPLE EMAIL CONTENT



Dear [NAME/GROUP],

Beginning on [DATE], we are teaming up with Reach Out and Read Colorado to collect gently-used children's books at [LOCATION]. Reach Out and Read Colorado is a local nonprofit organization that works with pediatricians to give young children in Colorado a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together.

Reach Out and Read's model is made up of three components: 1) a brand new, developmentally- and language-appropriate book at all well-visits from 6 months to 5 years old, 2) anticipatory guidance discussed by a health care provider, and 3) a literacy-rich clinic environment. This third component begins in the waiting room, where we encourage all clinics to have a supply of gently-used books available for all children to take home.

It is known that children who are read aloud to at home develop a larger vocabulary, better expressive and receptive language abilities, stronger early literacy skills, and positive, loving connections with their caregiver.

By donating your gently used children's books, you are helping families in our communities read together more often, preparing their children for success when they enter school and beyond.

Please bring your children's books to [LOCATION] between [HOURS] from [DATE RANGE]. We ask that your book donations please meet the following criteria:

- Be new or gently used (covers and pages intact, clean and unmarked pages)
- Books are for children aged 0-18
- No textbooks, coloring or activity books, leveled readers
- No holiday books
- No books with sensitive themes such as religion, death, divorce or abuse

If you have any questions, please contact us at [CONTACT INFO]. Thank you for helping us build a strong, literacy-rich community!

[COMPANY NAME]

****DOWNLOAD SOCIAL MEDIA AND EMAIL IMAGES [HERE](#)****

EMAIL BOOKS@REACHOUTANDREADCO.ORG OR VISIT WWW.REACHOUTANDREADCO.ORG FOR MORE INFO



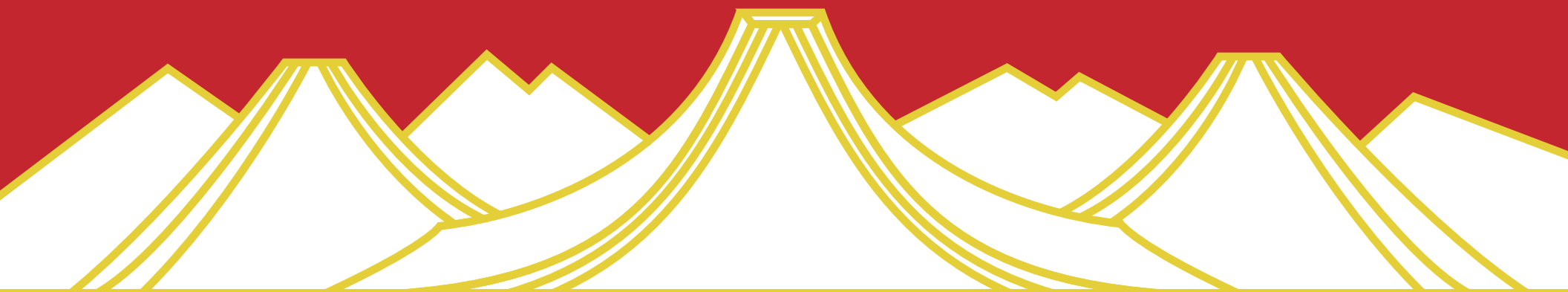
COLORADO

BOOK DRIVE

TO BENEFIT REACH OUT & READ COLORADO



DONATE NEW OR GENTLY-USED
CHILDREN'S BOOKS HERE!



WWW.REACHOUTANDREADCO.ORG

 REACHOUTANDREADCOLORADO

 REACHOUTREADCO

BOOK DRIVE

TO BENEFIT REACH OUT & READ COLORADO

Hosted by:

Dates:

Reach Out and Read Colorado is happy to accept new and gently used children's books abiding by the following guidelines:

Be Gently Used

(covers and pages intact, clean and unmarked pages)

Books May Be for the Following Age Groups:

Infants up to and including young adults

No Textbooks, Coloring Books or Activity Books

No Religious or Holiday Books

Gently used books are placed in waiting areas at Reach Out and Read Colorado clinics to create literacy-rich environments, as well as given to siblings accompanying a child at a well-child visit.

"Last spring, we received a donation of children's books from a local high school book drive. The student leader dropped them off at the clinic and as I was emptying the boxes onto the shelf in children's waiting area at least 6 kids came over and pulled a book off the shelf to enjoy while they were waiting. Shortly after that 3 parents came over to read to their children. It was wonderful knowing that just a small upgrade really improved the experience of our patients."

LEXIE ZUVER, DO | SOUTHERN COLORADO FAMILY MEDICINE



FOR MORE INFORMATION, EMAIL CELIA AT BOOKS@REACHOUTANDREADCO.ORG

WWW.REACHOUTANDREADCO.ORG

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