

STUFF THE BUS

SCHOOL SUPPLY & BACKPACK DRIVE



PACKING INSTRUCTIONS

This drive can be done at a workplace or as a family activity.

1. PREPARE

- **Home-based project:** Find a sturdy box that can hold all items.* Amazon and other large delivery boxes work well. Purchase from the list provided. Skip the workplace section and jump to 'Pack Box(es)' section.
- **Workplace drive:** Use large boxes that employees can drop off the items in.
- Decorate the boxes for a fun employee drive including the workplace poster and list of items needed you can download on our website at: www.oaunitedway.org/stuff-the-bus.

2. PACK BOX(ES)

- Use our checklist to pack each of the final boxes from the donations in the larger collection boxes.
- Close but do not seal your box! We welcome personal touches should you or your children/staff wish to decorate the boxes.

3. DROP OFF

- Fill out the Packing Box Checklist and put one inside each box.
- If you have a partial box, or extra items, fill out the inventory list and tape it to the top of that box.
- Please drop off your donations on **August 2, 2022** at one of the following locations:

Coopersville Area District Library
333 Ottawa St.
Coopersville, MI 49404

Loutit District Library
407 Columbus Ave.
Grand Haven, MI 49417

Greater Ottawa County United Way
Third Floor Lobby
115 Clover St.
Holland, MI 49423

4. SHARE YOUR LIVE UNITED SPIRIT ON SOCIAL MEDIA, AND TAG YOUR COUNTY UNITED WAY

- Post a video/picture to social media of your project, using the hashtag #LIVEUNITED and #STUFFTHEBUS

Shopping & Packing Checklist: Please pack as much of this checklist as possible as you pack your box(es).

Backpacks	Pencil Sharpeners	Spiral Notebooks	Construction Paper
Clorox Wipes	Pencils	Loose Leaf and/or Notebooks	Cardstock/tagboard
Dry Erase Markers & Erasers	Large Erasers	Composition Notebooks	Hand Sanitizer
Scissors	Pen	3-ring Binders	Face Masks
Glue Sticks	Crayons/Colored Pencils	Post-it Notes	Highlighters
Pencil Boxes	Washable Markers	Two-pocket Folders	Blank Notecards
Canvas Pencil/Supply Cases	Folders	Pencil Top Erasers	Index Cards

*Please ensure your items are new and unused.