



Supply Drive Instructions

*Email c2c@bullcityschools.org if you prefer to host an all virtual supply drive using a custom Amazon wishlist.

1. Determine the dates for your supply drive! We recommend a time frame of 2-4 weeks.
 - Fill that Bus! officially runs from July 2025 through August 2025
 - You are welcome to collect supplies year-round
2. Decide how you want people to give. We have many options:
 - Donate supplies in person
 - Donate supplies through our [Amazon](#) and [Walmart](#) Wishlists
 - One time and Recurring credit card donations
 - Venmo: @Crayons2Calculators
 - Cashapp: \$Crayons2Calculators
 - Paypal: @Crayons2Calculators
3. Set a goal and/or establish a theme for your supply drive.
 - How many items do you want to collect?
 - How many bins do you want to fill?
 - What dollar value are you hoping to raise?
 - Consider these [theme ideas](#).
4. Recycle or reuse any delivery box as your collection bins or [let us know you need to pick up plastic bins](#) from our warehouse at 808 Bacon Street in Durham.
5. Add a [8.5 x 11 or 11 x 17 flyer](#) to the front of each bin using clear tape.
6. Set collection bins strategically around your office, common spaces, lunch rooms, lobby spaces, etc.
7. Spread the word about your supply drive via email, social media, and company newsletters.
 - Tag us on Facebook (@crayons2calculators), Twitter (@C2CDurhamNC), and Instagram (@crayons2calculatorsnc).
8. Send frequent reminders - always making sure to share progress.
9. Drop off donations to our warehouse after your supply drive concludes.
 - We are located at 808 Bacon St, Durham NC 27703

- Donations can be dropped off Monday through Thursday between 11am-3pm.
- Contact us at c2c@bullcityschools.org if you need a volunteer to pick up your donations.

10. Celebrate your success and thank everyone that contributed!