

2019 Back-to-School Drive - TO DO LIST

Date	Task/Event	Done ✓
April 3	Register as a Drive Leader	
April 12	Virtual Giving Tree (VGT) goes live - if requested, or may be added to a drive. VGT will increase donations through an online giving platform. To request a VGT email: driveleaders@fgt.org	
April 13	Customize VGT with your company/group logo and pictures (some images of children receiving backpack are on the Resources page - see link above)	
April 17	Email a "Save the Date" announcement for your Back-to-School Drive and include your goal along with the VGT link to begin raising monetary donations.	
May 14	Start polling volunteers to see which dates/times work best for FGT warehouse shift. (Volunteer Registration opens June 12)	
June 4	Materials Pick-up – San Francisco	
June 5	Materials Pick-up – Castro Valley	
June 6	Materials Pick-up – San Francisco	
	Materials Pick-up - Peninsula	
June 4-15	Official Kick-Off for the Back-to-School Drive. Once you receive your Backpack Tags, announce your Drive has officially begun and start to distribute backpack tags.	
June 8	Starting on June 8th all materials not picked up at a pick up will be shipped to Drive Leaders. Allow 2-3 business days for delivery.	
June 12	Drive Leader Volunteer Registration opens	
June 11-30	Send reminder emails to potential donors to pick up backpack tags and include VGT link for those who would rather not go shopping, but would still like to support the drive.	
July 1	Volunteer Registration opens for the public	
July 5-19	Send reminder emails to potential donors to pick up backpack tags and include VGT link for those who would rather not go shopping, but still would like to support the drive.	
July 24	Announce the end of Drive and date for backpacks to be returned to your designated area. (This should be several days prior to your drop off at the warehouse/drop site)	
July 30	Remote Drop-off Day – San Francisco	
July 31	Remote Drop-off Day – Castro Valley	
July 29 - August 2	(Limited Hours) Remote Drop-off Day – San Francisco	
August 1	Official Drop off Day - drop off all donations at warehouse (Location TBD)	
August 1	Remote Drop-off Day - Peninsula	
August 1-3	Drop Off sites in various locations in the Bay Area	
August 8	Send thank you letters to all who helped with the Back-to-School Drive and let them know the official numbers will be released mid-to late September	
September 9	Virtual Giving Tree (VGT) closes	
September 11-13	Back-to-School Drive Wrap up Event(s))	
September 16	Announcement - HWD Registration opens	
September 24-28	Final Back-to-School Drive donation numbers received via email	
October 17	Hold for tentative Drive Leader Appreciation Luncheon	