



United Way “CRAM THE VAN” School Supply Drive  
**Agency/School Responsibilities**



**PLEASE READ...IMPORTANT INSTRUCTIONS**

- Agencies will be responsible for providing a van (or some type of vehicle) and 2 to 4 volunteers to help collect the school supplies from **10am - 4pm at the location listed below** which has been assigned to your agency/school. If needed, use a grocery cart & put a sign on it (or decorate it) to transport items to your van.
- **Walmart** – permission has been given to park a van close to the entrance of their stores, but be prepared with your own table and chairs to set-up closer to the entrance to hand out “Cram the Van” flyers. **Your agency/school is required to stop by Walmart’s Customer Service Desk and sign a solicitation letter prior to setting-up that day (if you are doing shifts, only the first shift needs to sign the solicitation letter).**
- Your agency/school will keep all the donations received that day, but please indicate **the quantity of school supplies your agency collected after the drive (by pounds, truckloads, tons, etc.) & email the information to [carolyn@united-way.org](mailto:carolyn@united-way.org)**.
- Please take pictures. Make sure that the people in the pictures sign the release form (attached), giving us permission to use their picture for promotional purposes, and for our website. **One form is good for numerous signatures.**
- The United Way will provide a sign to place on you van (please decorate more).
- **Decorate your van or table with balloons and other signs to make people aware of the drive and where to drop off their donations. Please indicate that you are a “United Way Partner”.**
- Encourage Walmart shoppers to buy school supplies and drop them off on their way out of the store. Cash is fine & your organization can shop for the customer.
- **We will provide you with “CRAM THE VAN” mini-flyers to handout as shoppers go into the stores (master copy will be available if you feel you need more). Come by United Way to pick-up flyers & a sign after July 9th.**

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**PLEASE CONFIRM YOUR PARTICIPATION BY REPLYING TO THIS EMAIL!**

Agency Name: **Okaloosa Public Schools Foundation**

Location and date assigned to your agency: **July 21<sup>st</sup> & July 28<sup>th</sup> – Saturdays at [CRESTVIEW Walmart](#);**

**Contact person: Heather Moser – 682-8001**

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**July 14<sup>th</sup> Saturday at [NICEVILLE Walmart](#); Contact person: Rebecca – 678-8125**

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**Please sign form at Customer Service prior to setting up (if working shifts, 1<sup>st</sup> shift only needs to sign)**

For more information, call (850) 243-0315 or email [carolyn@united-way.org](mailto:carolyn@united-way.org)

Day of Event: emergency cell number: Carolyn Folley - 830-2395