

PROJECT CICERO® 2014
14th Annual Drive
Instructions to School Representatives

Thanks so much for volunteering to help with **Project Cicero 2014**. **Project Cicero** has distributed 2,000,000 books to under-resourced New York City public schools and other organizations in need. We couldn't do it without your help.

School collections are scheduled for Monday, March 3 through Thursday morning March 6, 2014. Boxes will be delivered to your school on Thursday, February 27. We will pick up your boxes on March 6 or 7. **Distribution from Hotel Pennsylvania at 401 Seventh Avenue is scheduled for March 8 and March 9. *Sorting at the Hotel begins the afternoon of March 7.***

You are receiving with these Instructions, the name of your *Project Cicero* contact, posters, our brochure, a list of Important Dates, our advertising flyer (copy as needed - the flyer can also be emailed to you, upon request, for tailoring to your school's needs), special request flyer for math, science and test prep books, Book Guidelines, *box sorting label* for attaching to each book box (copy as needed), list of Participating Schools, our Wish List and information regarding the New York Society Library's Young Writers Awards.

PRIOR TO DELIVERY OF THE BOXES

- * Confirm approval and collection dates with your school.
- * Advertise **Project Cicero** to ensure school or division-wide participation. Arrange for the location of the boxes at your school
- * Distribute flyers to students and parents in school-wide mailings and by sending them home with students.
- * Hang posters/flyers (in lobbies, on bulletin boards, in elevators and the cafeteria).
- * Talk about **Project Cicero** at school assemblies/ homerooms/ club meetings/ other events.
- * If **Project Cicero** is not being run by your school's community service club(s), notify them and enlist their help and participation.
- * Announce **Project Cicero** over public address system, if available

WE DO NOT WANT: library discards, textbooks, out-of-date non-fiction/reference books, adult books or books not in gently used or new condition.

WE WANT: new and gently used hardcover and paperback books for children and young adults (picture, early readers, reference, math, science, test prep, fiction, nonfiction, biographies...) and E-READERS (PLEASE DEREGISTER)

AFTER BOXES ARE RECEIVED

Boxes will be delivered to your school on Thursday, February 27.

*Alert your receptionist, security personnel and other delivery point persons at your school of the box delivery and monitor their arrival, if possible. Obtain the names and phone numbers of these persons and give the information to your Project Cicero contact.

*Before school on Monday, March 3, set up the boxes in lobby or other designated place(s) and **attach Project Cicero sorting labels** circling **appropriate category** and keep the boxes sorted to that category - **Picture, Fiction or Non-fiction.**

* Monitor collection of books, including keeping collection area neat, removing and storing full boxes, putting out empty boxes as necessary, transferring books in bags into boxes and otherwise following the procedures of your school.

Please do not give us books that are not in good condition, used work or coloring books, adult books, textbooks, library discards or out-of-date non-fiction/reference books. Please refer to the Book Guidelines for further information on condition of books.

***** ADDITIONAL DROP OFF POINT *****

Please let Manhattan families, whose children attend school outside of Manhattan, know that they may drop off books at the New York Society Library at 53 East 79th Street from Saturday, February 22 through Wednesday, March 5.

Students and parents may also visit our book Wish List at Project Cicero's website, www.projectcicero.org, to donate new books.

COORDINATE COLLECTION OF BOXES

Your boxes will be collected on Thursday, March 6 or Friday, March 7.

You will be given information regarding the date/time of pick-up. Coordinate by alerting your school receptionist, security personnel and/or other pick-up point persons to the collection time. Give those names as well as their contact information to your Project Cicero contact. Have all the boxes ready for pick-up as close to the exit as possible. Give exact location of boxes to Project Cicero Contact.

All books should be enclosed in closed boxes. **NO BAGS**. The boxes should be filled only to the point that they may be closed in the normal course.

VOLUNTEER AT THE DISTRIBUTION

FRIDAY, MARCH 7, SATURDAY, MARCH 8, SUNDAY, MARCH 9

VOLUNTEERS MUST REGISTER ON-LINE. VISIT WWW.PROJECTCICERO.ORG

Adults, and students in Middle School and Upper Schools are invited to volunteer at The Hotel Pennsylvania on Friday, March 7 (4 p.m. to 9 p.m.), Saturday, March 8 (10 a.m. to 6 p.m.) and Sunday, March 9 (10 a.m. to 6 p.m.).

FOR GROUPS - At least 1 adult chaperone is required for every 5 Middle School students and at least 1 adult chaperone is required for every 10 Upper School students.

ENCOURAGE YOUR FRIENDS, FAMILY, TEACHERS AND PARENTS TO HELP!

PLEASE PHONE/EMAIL YOUR PROJECT CICERO CONTACT WITH ANY QUESTIONS YOU MAY HAVE.

We are grateful for your efforts on behalf of the many New York City students in under-resourced schools who benefit from your participation in Project Cicero.