

# WELCOME ALL TO VNBOOKDRIVE 2015

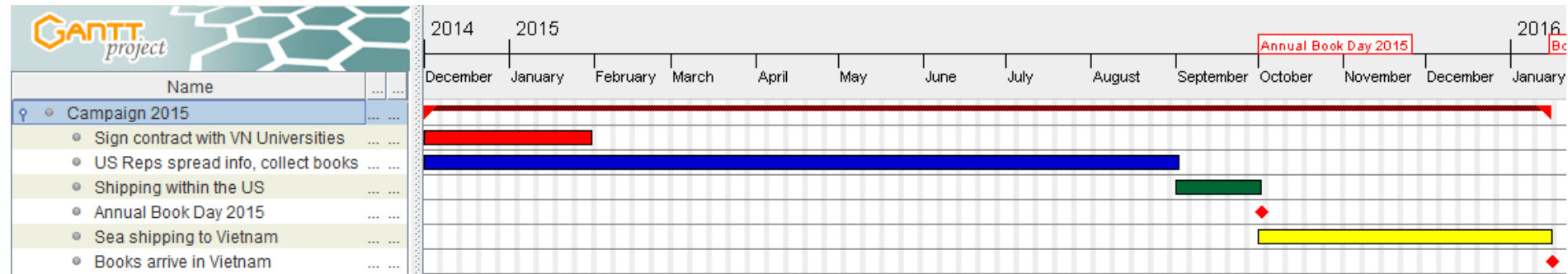
GUIDELINE FOR US REPRESENTATIVES

# OVERVIEW

- Introduction
- Tasks for US Representatives
  1. Distribute flyers
  2. Call for book donation using our templates
  3. Receive and store donated books
  4. Ship books to Annual Book Day (ABD)

# Introduction


US Representatives help **spread info, distribute flyer, collect books, domestic shipping books** to the final event. Tentative timeline for 2015 Campaign is as followed.



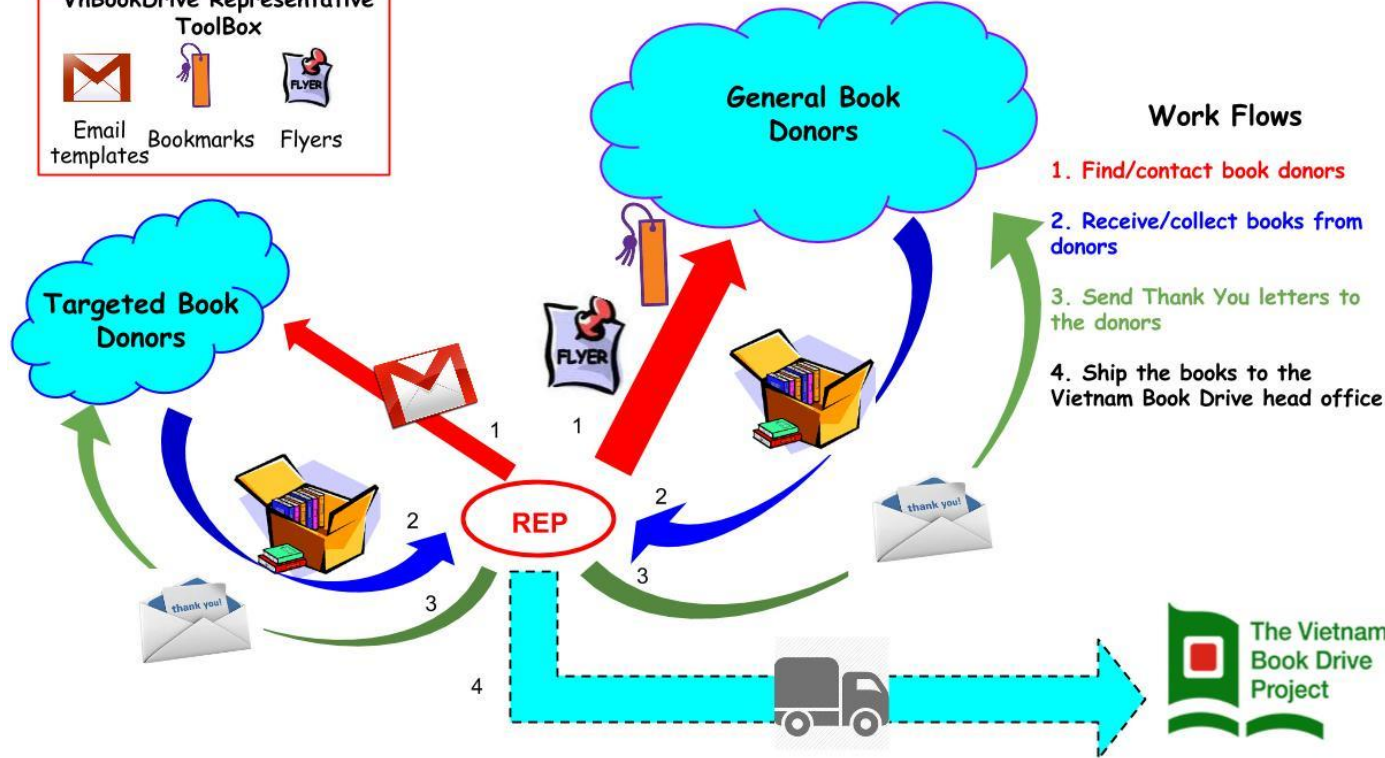
# Introduction

Chart reviewing tasks for US Representatives:

VnBookDrive Representative ToolBox

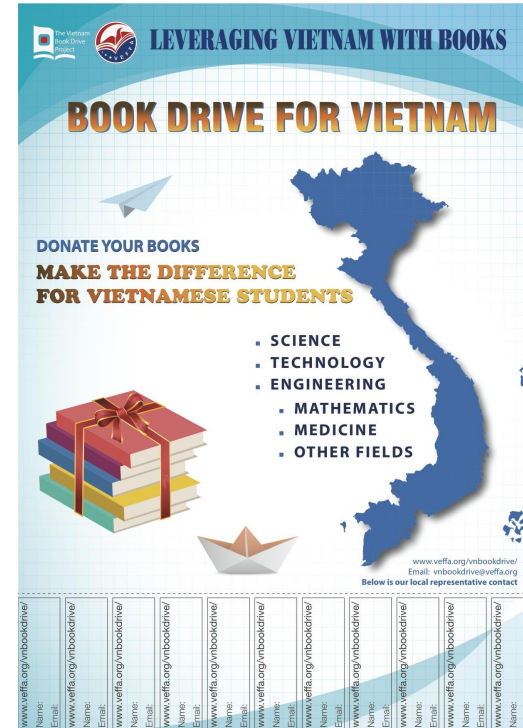


Email templates    Bookmarks    Flyers



# 1. DISTRIBUTE FLYERS

- **What is our flyer?**
  - Visit webpage to download our flyer
  - Fill out your name and contact information
  - Try to print with color
  - Cut the lowest part of flyer to facilitate Rep info spreading
- **Where can you distribute the flyer?**
  - Around campus, libraries, buildings, any place that you can stick the flyer in
  - Attach the flyer in the email when you spread the info
  - Share the flyer on your facebook



Cut here



## 2. CALL FOR BOOK DONATION AND FINANCIAL DONATION VIA EMAIL, FACEBOOK

- What is the template you can use?

Find here: [US Rep - Email template](#)

- What could you do for this step?
  - Personalize and send template email to your department/ coordinator, student association president to help distribute the email via mailing list
  - Send email individually via your own network
  - Post on your facebook wall, your friends list or your facebook group, ask them to help spread a word about Vietnam Book Drive

# 3. RECEIVE AND STORE BOOKS

- You may receive request for picking up books via:
  - Email from book donors at your local area
  - Core team got book donation request and ask for your help
- What to do next?
  - Set up a good time for you and donors to pick up books
  - Update number of books, name of donors in the book list [spreadsheet](#)
  - Save those book at your place until ABD 2015
  - Quickly sort books (to save domestic shipping fee)

# 4. SHIP BOOKS TO ABD

- Ship your books to the location of ABD 2015 (shipping cost will be reimbursed)
- Procedure for shipping books to ABD will be provided when we are near Annual Book Day 2015. Please check our website and your email.



**THANK YOU!**

*.... FOR BEING A PART OF US.*

**ALL TOGETHER, WE CAN ....**

**LEVERAGING VIETNAM WITH BOOKS**