

Richmond County Schools Guidance for School Instructional Resource and Textbook ‘Giveaway’

The purpose of this process is to provide the community with access to surplus or no-longer-adopted instructional resources and textbooks through a structured and equitable giveaway process.

Contact Laura West, Instructional Resource and Textbook Coordinator, (westla@boe.richmond.k12.ga.us) with any questions.

1. Identify Resources for the ‘Giveaway’

- Conduct an inventory of all textbooks to determine which materials are:
 - Textbooks outdated or no longer part of the adopted curriculum.
 - In acceptable condition for reuse (no severe damage, mold, or missing pages).
- Prior to the event, complete the [Instructional Resource and Textbook Giveaway Event Information Form linked here.](#)

2. Set Giveaway Period

Time Frame for all Giveaways is September 22– October 24

- Designate a window of time for the giveaway. Minimum of 1-week window is suggested.
- Ensure the giveaway period does not conflict with any form of standardized testing.
- Communicate the dates well in advance to all stakeholders.

3. Promote the Giveaway

- Notify families, students, and staff via:
 - Email, school newsletter, website, and social media.
 - Posters in school common areas.
 - Announcements during morning messages or school meetings.
- Include details:
 - Dates and times
 - Location
 - Types of materials available – textbooks and other instructional book resources

4. Prepare the Distribution Area

- Choose a central, accessible location (e.g., media center, gym, or hallway).
- Organize books, if possible, by subject/grade level for easy browsing.
- Ensure staff or volunteers are present to assist and monitor.

5. Implement Distribution Guidelines

- Create simple rules to ensure fairness, such as:
 - First come, first served
- Require sign-out sheets to identify who and what organization received resources.

6. Monitor and Support

- Assign staff to supervise the area, answer questions, and restock books as needed.
- Encourage respectful behavior and cleanliness during the event.

7. Post-Giveaway Wrap-Up

- Place the remaining resources in the provided Gaylord box.
 - Thank volunteers and staff who supported the event.
 - Gather feedback from participants if desired, to improve future efforts.
 - Following the event, complete the [Instructional Resource and Textbook Giveaway Event Information Form linked here.](#)
 - Contact Laura West, if you need additional Gaylord boxes.
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Optional Enhancements

- Partner with local libraries or community centers for broader reach.
 - Provide reusable bags or boxes for families taking multiple books.
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Flyer Information


Utilize a flyer to communicate information to stakeholders. Below is information that should be included in your document.

FREE TEXTBOOK GIVEAWAY!

Take Home Quality Educational Materials — While Supplies Last!

WHEN:

 [Insert Giveaway Dates — e.g., June 10–14]

 [Insert Times — e.g., 9:00 AM – 2:00 PM Daily]

WHERE:


 [Insert Location — e.g., School Media Center or Gymnasium]


WHAT'S AVAILABLE:

- ✓ Textbooks from various subjects and grade levels
- ✓ Gently used and in usable condition
- ✓ First come, first served!

WHO CAN PARTICIPATE:

 Students

 Families

 School Staff

 Organizations, Community Centers, Church Schools, etc...