

MARCH OF DIMES NICU FAMILY SUPPORT BOOK DRIVE PROJECT LEAD GUIDE

During Prematurity Awareness Month this November, **engage your Alumnae and Collegiate chapters** to collect books for parents to read to their babies in the Neonatal Intensive Care Unit (NICU) and/or books for big brother and big sister to enjoy while visiting their sibling.

This is the time for your chapter members to grab their favorite childhood reads, or books that help to explain the NICU journey and pass along the story to parents and their children. **New books only.**



Why it is important?

Being in the Neonatal Intensive Care Unit (NICU) is a scary and uncertain time. Providing families with opportunities to connect with their children through reading is a special gift.

NICU babies still love and respond hearing their parent's voice. This helps promote bonding if parents aren't able to hold their little one.

What is needed:

Designate a lead (e.g. Physical and Mental Health Chair) from your chapter to be the project lead and commit to the roles on the next page.

LEARN MORE ABOUT YOUR ROLE, CHECK OUT THE RESOURCES AND GET STARTED TODAY!

NICU FAMILY SUPPORT BOOK DRIVE

PROJECT LEAD ROLE:

As the lead for this project, you are committing to:

- Sign up and note your chapter's participation.
- Select the NICU your chapter would like to support or select the virtual/non-participating local option during sign up if there isn't a NICU participating nearby.
- Garner chapter participation by sending out messages to collect the number of books needed and recruit others to help you with the project.
- Encourage members to track the value of their donation and submit the digital donation form for your chapter for March of Dimes to account for the value of your donation.
- Determine a central location for collected books before coordinating final shipment, delivery or drop off to the NICU.
- Update, print co-branded labels and label each book (label design provided by MOD).
- Coordinate delivery with NICU/hospital contact and/or ship books to their final destination.
- Close out your project by reporting the estimated volunteer hours (optional), the total number of books collected, and the location of your donation on your volunteer profile.
- Share photos from the project.



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(2x4, 10 per sheet)

Do NOT put Donation sticker on the title or covering words. Please place it on the back of the book or inside not covering any word or pictures.

Read on for detailed instructions on each of these roles!

PROJECT SIGN UP

Follow these steps to sign up!

STEP ONE

Go to <https://deltasigmatheta.goldenvolunteer.com/> or click to access the list of project opportunities.

STEP TWO

Enter your City, State or zip code to find project opportunities near your chapter. The location search feature uses google to find your location. Once you enter your city, state and zip code, be sure to click on the location that populates from google maps.

STEP THREE

Select the NICU your chapter would like to support or if there isn't a NICU participating near your chapter, your chapter can ship to another NICU participating nearby. **Check out the list of participating March of Dimes NICU Family Support Sites included at the end of this guide and use the city, state and zip code to search for other locations.** Sign up is first come; first serve.

SIGN UP

New this year!



Your chapter can support another non-participating local NICU or ship books to March of Dimes fulfillment center. To let us know that you are selecting the option to work with a non-participating local NICU or routing books to the March of Dimes fulfillment center, please sign up for the opportunity: [Books for babies - virtual/non-participating local option](#). This option should populate into the list offerings, but if not, you can access this opportunity using this link: <https://x.gldn.io/e/aw9NIFnOclub>

Once you've determined the right opportunity for your chapter, click on the project opportunity and you'll be directed to a page where you can sign up.

**COLLECTION SIGN UPS START NOW.
BOOK COLLECTION ENDS DECEMBER 31, 2022.
FOR QUESTIONS EMAIL DSTBOOKDRIVE@MARCHOFDIMES.ORG**

PROJECT SIGN UP

Follow these steps to sign up!

STEP FOUR

On the project opportunity page, you'll click sign up!

Sign up

You'll need to provide the following information and accept one waiver to complete the sign up:

- First and Last Name
- Email
- Phone Number
- Search/select your chapter from the Company/Group dropdown
- *Virtual/non-participating local option only* – please note the location where you intend to donate books.

Select or Find Your Company/Group (Optional)

This will allow Delta Sigma Theta Sorority, Inc. to credit you for your engagement.

Find your company, school, group, or club

STEP FIVE

Read the post-registration information. After you sign up, you'll receive more details, which includes:

- Details specific to your NICU Family Support Program/Hospital or instructions for non-participating local sites and/or shipping instructions to the March of Dimes fulfillment Center.
- PDF versions of the waiver including – Volunteer Policy Handbook. This is for reference only.

This is a great time to reach out to the contact provided to introduce yourself and let them know the Delta Sigma Theta Book Drive project is underway. For March of Dimes sites, you can share with the contact the [FAQ provided here](#).

PROJECT TIMELINE:

- October – Project Kicks off!
- Mid-Late October through November 30th - Project Lead Sign up.
- Post Sign up – Collect Books with Chapter
- November – Prematurity Awareness Month (great to coordinate drop offs)
- Nov./Dec. – Coordinate Delivery/Drop-off/report book values
- December 31– Project Closes
- January 15 – Report Number of Books Collected, Location of delivery/drop, and volunteer hours (optional)

Chapters can sign up through the course of the project if needed and deliver books after the close of the project.

COLLECTION SIGN UPS START NOW.
BOOK COLLECTION ENDS DECEMBER 31, 2022.
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GET YOUR CHAPTER INVOLVED

It's time to gather your chapter members to help you reach the number of books needed by your NICU Family Support program or that you've virtually or locally committed to collecting!

SHARE THE WHY

On page one, you'll see why this important. Share this with chapter members along with why it is important to you as the lead of the project. You'll need members to help collect books and with logistics, if possible.

TEMPLATES TO PROMOTE YOUR BOOK DRIVE:

- Email sample
- Sample messages
- Collection flyer
- March of Dimes Logo Guidelines

[Click here!](#)

BOOK DRIVE LOGISTICS

- Determine a central location for collected books before coordinating final shipment, delivery or drop off. Books cannot be sent individually to NICU sites. For example, if your chapter signed up for a location that can accept up to 300 books at a time, you'll need to collect books in a central location and coordinate delivery/drop-off. Minimum is 50 books at time, but you can of course collect all 300 and coordinate delivery/drop-off.
 - *For opportunities that route to the March of Dimes fulfillment center, chapter members may send individually vs. coordinating a central location. If you want a chapter specific co-branded label, please collect centrally, label and ship your chapter's books to the March of Dimes fulfillment center.*
- Determine how you'll reach your books collected goal. You could send out an Amazon wish list, coordinate at Chapter meetings, send out emails/texts, etc. to get the word out! Leverage the templates provided to promote your book drive!
- Determine the cut-off date for receiving books to deliver books during Prematurity Awareness Month (Nov.) or by the end of the year.
- Encourage members to track the value of their donation and [submit the digital donation form for your chapter](#) for March of Dimes to account for the value of your chapter donation. If you need a tracking log, [download this one from google drive to use](#).
- Before you coordinate delivery, update the co-branded label, print and stick on the inside front cover where there is white space. [Click here](#) for the label template. Do NOT put Donation sticker on the title or covering words. Please place it on the back of the book or inside not covering any word or pictures.

It is important that your chapter not collect more than the stated amount if you are coordinating with a NICU site. Many sites have storage limitations that prevent them from accepting more at one time.

DONATED WITH LOVE

Delta Sigma Theta is proud to partner with March of Dimes to provide this book.

INSERT CHAPTER NAME

Chapter of Delta Sigma Theta Sorority, Inc.



BOOKS

- All Books must be NEW.
- Please pay special attention to the book lists provided in the post-registration details.

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(2x4, 10 per sheet)

COORDINATE DELIVERY/ DROP OFF

Once you've collected the minimum of at least 50 books or the full amount provided in the project opportunity and added the co-branded labels, you'll need to coordinate delivery/drop off.

STEP ONE

Reach out to the Hospital Contact Provided. It's recommended to reach out early in the project coordination and to reconfirm details prior to delivery, drop-off or shipment of books due to the potential changing COVID-19 and other safety protocols.

- Let them know this is a part of the Delta Sigma Theta Book Drive project and share with the contact the [FAQ provided here](#).
- Share the number of books you've collected and that you are hoping to deliver/drop off.
- Confirm delivery/drop off details provided*.
- Coordinate a time that works for you both**. The delivery/drop off should be done by one or two chapter members or the project lead.
- If you ship to another NICU site, the cost of shipping is the chapter's responsibility.

*You should have received the hospital contact and delivery/drop off details along with infection control protocol in your post-registration details. If you did not receive, please reach out to Patty Gentry at pgentry@marchofdimes.org.

**Your chapter can continue to provide books to this location in the future if desired and as space permits.

STEP TWO

Deliver/Drop off per your Hospital Contact.

- Take photos of delivery and share back with your members. Images should be of Delta Sigma Theta volunteers, the front entrance with books, etc. No photos of families, babies and individuals in the NICU can be taken as a part of this project.

STEP THREE

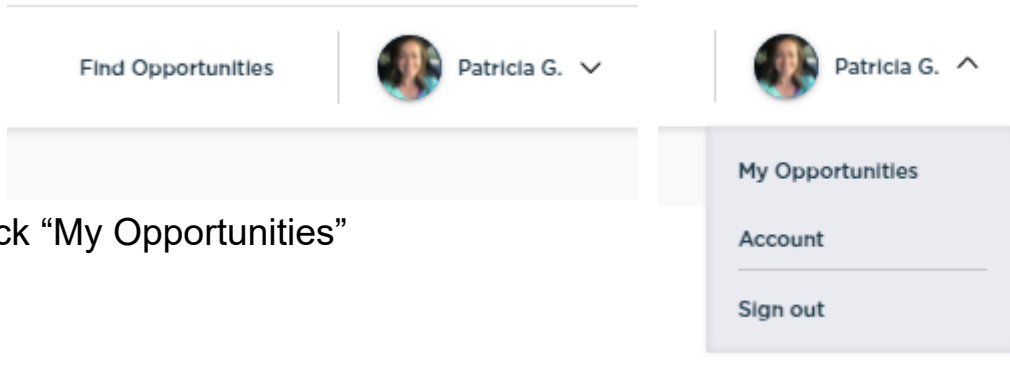
Share your experience.

- Post a photo on social media tagging @MarchofDimes #DSTxMarchofDimes #DST1913 #ServiceInOurHeart
 - Create your own posts or leverage the sample messages provided [here](#).
- Share photos with March of Dimes directly by emailing images to Patty Gentry at pgentry@marchofdimes.org. If photos are taken of volunteers, please also submit a photo release. Available [here](#).

CLOSE OUT YOUR PROJECT:

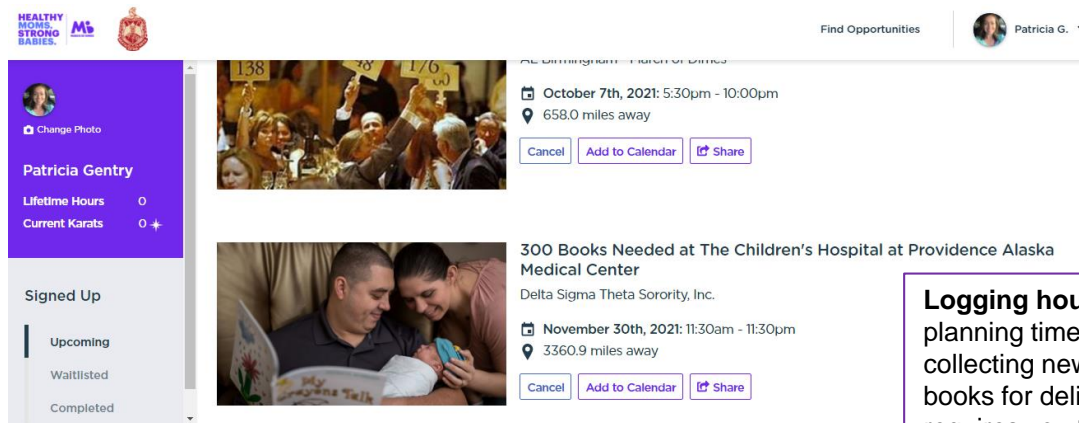
Post project, we need you to report the estimated hours, number of books collected, location of your delivery, drop or shipment by following these instructions. You'll also need to submit the digital donation form for your chapter for March of Dimes to account for the value of your donation. More on that below.

1. Go to <https://getinvolved.marchofdimes.org/registrations/> or <https://getinvolved.marchofdimes.org> to log-in/access your volunteer registrations.
2. Click “v” to the right of your profile name.



3. Click “My Opportunities”

4. You'll be directed to a screen that looks like this where you can find the project opportunity.



Logging hours? This includes planning time, purchasing or collecting new books, and organizing books for delivery. The system requires you to put in time log, but if you don't know that's okay! This project is estimated to take about 5 hours total for your chapter.

5. Click “Log Time”
6. A pop-up window will pop-up and you can enter the number of hours, the date of your delivery, along with how many books your chapter collected and include location of your delivery, drop or shipment in the comment box.
7. Click “save” after you've entered these details.
8. If you are having trouble reporting, please reach out to Patty Gentry at pgentry@marchofdimes.org.

Finally, submit the [digital donation form for your chapter](#) for March of Dimes to account for the value of your chapter donation. If you need a tracking log, [download this one from google drive to use](#).

MARCH OF DIMES NICU FAMILY SUPPORT SITES

Below is the list of participating March of Dimes NICU Family Support Sites in Alpha order by state. Use the city, state and zip code to search for other locations. Sign up is first come; first serve.

Hospital Name:	City:	State Abbreviation (ex: AK):	Zip Code:
UAB Medical Center	Birmingham	AL	35233
Banner University Phoenix Medical Center	Phoenix	AZ	85006
Miller Children's & Women's Hospital	Long Beach	CA	90808
Santa Clara Valley Medical Center	San Jose	CA	95128
CHOC Children's Hospital	Orange	CA	92868
Yale New Haven Hospital	New Haven	CT	06510
Northside Hospital - Atlanta	Atlanta	GA	30342
Stormont Vail Hospital	Topeka	KS	66604
Baystate Children's Hospital	Springfield	MA	01199
Helen DeVos Children's Hospital	Grand Rapids	MI	49503
Children's hospital of Minnesota (Minneapolis)	Minneapolis	MN	55404
Children's Minnesota	St. Paul	MN	55102
Saint Luke's Kansas City	Kansas City	MO	64111
SCL Health St. Vincent	Billings	MT	59102
UNC Health/UNC Children's Hospital	Chapel Hill	NC	27514
Nebraska Medicine	Bellevue	NE	68123
CHI Health Creighton University Medical Center - Bergan Mercy	Bellevue	NE	68123
Dartmouth Children's Health	Bow	NH	03304
Hackensack Meridian Health Children's Health at Joseph M. Sanzari Childrens Hospital	Hackensack	NJ	07506
Lovelace Women's Hospital	Albuquerque	NM	87112
NewYork-Presbyterian Morgan Stanley Children's Hospital	New York	NY	10032
University of Cincinnati Medical Center	Cincinnati	OH	45219
Cleveland Clinic Hillcrest Hospital	Mayfield Hts	OH	44124
St Lukes University Health Network	Easton	PA	18045
Lehigh Valley Reilly Children's Hospital	Allentown	PA	18105
Prisma Health, Upstate	Silver Spring	MD	20903
Regional One Health	Memphis	TN	38103
The Woman's Hospital of Texas	Houston	TX	77054
Inova Loudoun	Leesburg	VA	20176
Inova L.J. Murphy Children's Hospital	Falls Church	VA	22042
Swedish Medical Center - First Hill	Seattle	WA	98122
Children's WI	Milwaukee	WI	53226- 4874

If there isn't a site close to your chapter and you aren't in a position to ship books to another site listed above, **your chapter can support another non-participating local NICU** or ship books to March of Dimes fulfillment center. See page three for more details.

Below is a list of links referenced in the guide at various steps in project.

- To access the list of opportunities:
<https://deltasigmamatheta.goldenvolunteer.com/>
- Link to let March of Dimes know that you are selecting the option to work with a non-participating local NICU or routing books to the March of Dimes fulfillment center: <https://x.gldn.io/e/aw9NIFnOclub>
- FAQ to share with March of Dimes NICU site contact: [FAQ provided here.](#)
- Link to [submit the digital donation form for your chapter](#) for March of Dimes to account for the value of your chapter donation. If you need a tracking log, [download this one from google drive to use.](#)
- Download the [Co-Branded Label Template](#): Avery Template: 5263 (2x4, 10 per sheet)
- Templates to promote your book drive: [Click here for all resources.](#)
 - [Email sample](#)
 - Sample messages provided [here.](#)
 - [Collection Flyer](#)
 - March of Dimes [Logo Guidelines](#)
 - Photo release available [here.](#)
- Close out:
 - Close out project at <https://getinvolved.marchofdimes.org/registrations/> or <https://getinvolved.marchofdimes.org> to log-in/access your volunteer registrations and submit estimate of hours, book counts, along with the site information for your drop/delivery.
 - [Finally, submit the digital donation form for your chapter](#) for March of Dimes to account for the value of your chapter donation. If you need a tracking log to make this easier, [download this one from google drive to use.](#)



BOOK DRIVE PROJECT

THANK YOU FOR JOINING THE FIGHT FOR THE HEALTH OF ALL MOMS AND BABIES.



STRONG

