



Title: **HEAD START - BOOKS FOR KIDS - COLLECTION PROJECT**  
Reports To: Volunteer Specialist  
Type: Volunteer Position  
Duration: Short-Term Collection Project

**Position Summary:**

Children in our Head Start program are in need of books for our Centers and to encourage reading at home. Literacy is a very strong component of the Head Start program. Community Action Partnership of Ramsey & Washington Counties serves nearly 1,500 Head Start children yearly. In these early education programs, our team of educators, family advocates and volunteers help low-income youth from ages 3-5 prepare for success when they enter kindergarten. Our Early Head Start program assists families with younger children and pregnant women.

**Benefits of Volunteering:**

Fantastic team-building activity for a group of any size or age.  
Knowledge that you are helping children thrive!

**Essential Functions:**

**Duties & Responsibilities:**

- An individual or group of volunteers will host a collection drive and/or purchase books
- For each collection/assembly effort a minimum of five books is requested, more are welcome
- Submit a timesheet to the Volunteer Specialist
- If a group, the leader must keep track of the number of volunteers assisting and total hours donated

**Book Requirements:**

- Infant or toddler books, appropriate for 0 - 3 years of age
- Preschooler books, appropriate for 3- 5 year old children
- New or gently used
- Book must be clean when delivered
- Backpack or re-usable bag to store the book when not being read (optional)

***Please DO NOT include any additional items or notes. Thank you!***

**Qualifications:**

**Time Commitment:**

- Time depends upon how many books that you wish to collect
- This volunteer opportunity must be conducted entirely at your location and delivered to our St Paul office
- Register *before* you begin collecting items and contact us *before* you drop them off
- Books are accepted year-round

**Location:** (drop off books)

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

**REGISTRATION INFORMATION:**

Complete a Short-Term Registration Form at [www.capr.org/volunteer](http://www.capr.org/volunteer) and email/scan it to [volunteers@caprw.org](mailto:volunteers@caprw.org)  
Questions? Email [volunteers@caprw.org](mailto:volunteers@caprw.org) or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit [www.capr.org](http://www.capr.org) to learn more. 2019