

# ABOUT OUR WORK

Please take some time to familiarise yourself with our charity. BBC London News celebrated our millionth book with this lovely [news article](#) and you can find lots of useful information about our charity aims, sustainable book gifting and impact on our [website](#).

If you would like some tuition ahead of your volunteer session, including how to categorise books into the 7 age categories, please take a look at our [video](#). You can learn about the age/subject categories that our preloved books fall into, prior to being packed and sent out to the children.



# BEFORE THE DAY



Our corporate and group teams are integral to our book gifting and we appreciate everyone that gives their time to volunteer with us. In return for your support we offer a fun, collaborative and rewarding day where your help will make a tangible difference. Our volunteer days are fun and satisfying and we hope that if you enjoy your time that you will pass on your enthusiasm to friends, colleagues and partners.

We would respectfully ask that once you receive your booking agreement that your volunteer numbers do not change and all signs up are encouraged to attend and not drop out.

Unfortunately we can't accept cancellations less than four weeks before your volunteer day and ask for the full donation in this event. We do understand of course that last minute illnesses or childcare arrangements are a necessary part of life and realise that you may have one or two drop outs on the day.

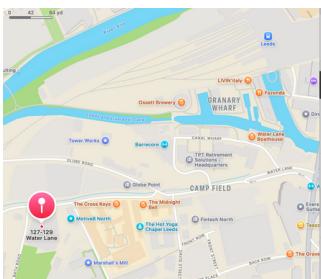
## DONATION

The donation your organisation makes to support your group's attendance is hugely appreciated by us. We'll raise an unpaid receipt around one week before your volunteer day. Alternatively you can make the payment online using our secure Kindlink donation page on the top of our website. Please use your company name and volunteer date as the reference and email [Clare@childrensbookproject.co.uk](mailto:Clare@childrensbookproject.co.uk) to confirm you've done so. Thank you.

# ON THE DAY: KEY INFO

Please join us at Seagulls Reuse, 129 Water Lane, Holbeck, Leeds, LS11 9UD. Please arrive at 9.50 to sign in at the Seagulls reception and then log in with our H&S QR code. We are an 8 minute walk from Leeds train station. Sorry, there is no parking available.

**Find us via what3words //itself.period.order**



Leeds Station is a close walk.



Excellent local cafes including Out of the Woods or bring your own lunch to eat on site.

We recommend you wear warm comfortable clothes that you don't mind getting dusty. Our warehouse is unheated, the winter months are very cold, so please wear warm clothes and bring extra layers including hats and gloves.

Volunteers should sign in on arrival via our QR code for our health and safety register and store coats and bags in the cupboards made available. Bags cannot be stored on the warehouse floor so please limit any valuables. Volunteers that need to leave before the session has completed should sign out using the same QR code.

- 10:00AM**      Charity briefing, our aims, H&S and the plan of your day.
- 10:20AM**      Commencing in small groups QC, sort and categorise donations; help pack and unload deliveries; make bunting or bookshop kits. Teams rotate.
- 12.30PM**      Break for 45 min lunch
- 1.15PM**      Return. Recap on remaining tasks and explain the afternoon book packing. Pack books for all pupils in three schools.
- 3:00PM**      Team photo; overview and celebration of the day's achievements. Finish.

We are happy to accommodate volunteers who do not wish to do standing or lifting activities. We will set up a seated activity including bunting making.

# A TYPICAL VOLUNTEERING DAY

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The volunteer team will undertake a variety of tasks. We will ensure you have plenty of opportunities to get hands on with books, to sort and organise donations and to box up for schools, prisons or other settings. If you have any questions please ask the Team Leader or volunteers that are supporting you. They are happy to help.

## UNLOAD DELIVERIES

Donations arrive on most days and require the team's effort to unload our van and bring them into the warehouse.

## ORGANISE BY READING STAGE

We sort books into seven categories, from baby board books to young adult fiction. Volunteers participate in this process and shelve books for subsequent packing.



## CHECK FOR QUALITY

Quality control donated books to ensure their quality and relevance to our recipient children.

## BOX AND PACK FOR SCHOOLS

Groups pack curated donations of books for three schools during their day with us. The time and love put into the careful presentation of these books has a huge impact on how they are received.



# SPREAD THE WORD

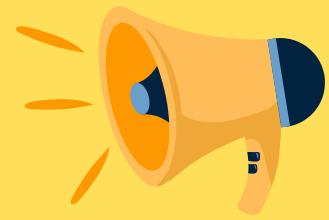
## ON THE DAY: OUT OF OFFICE NOTIFICATION

One of our partners devised a bespoke Children's Book Project out of office message for when they spend the day volunteering with us. We would love you and your team to create a similar OOO:



**"Once upon a time" ... We all recall the magic of these words from the books of our childhood. Not every child has their own books to read. This is why we are volunteering today with the wonderful charity, Children's Book Project, who tackle book poverty and distribute over 500,000 preloved books every year to children across the country who don't have access to their own books.**

For more information visit their website [here](#).



## COLLECT BOOKS FOR US

After your day consider collecting books for us by hosting a book drop point or running a Book Drive. This year we will gift over 1,000,000 books across the country and to do this we need your help.

For more information click [here](#).

## FUNDRAISE FOR US

If you would like further information please visit our [fundraising events page](#) for sponsored events across the UK and Europe.

Contact  
[fundraising@childrensbookproject.co.uk](mailto:fundraising@childrensbookproject.co.uk)

## CHAMPION US

Do you have a charity committee and are prepared to put us forward? Contact [kirstin@childrensbookproject.co.uk](mailto:kirstin@childrensbookproject.co.uk) to discuss how we can help.

Please tell others about your day with us and encourage them to support our cause.

# IMPACT REPORT 2024-2025



**inspirrific**  
the power of gifting your pre-loved books

Our 2024/2025 impact report: [Here](#)



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# Children's Book Project

THANK YOU