

Agenda

Step 1: Setting the number of devices necessary (target)

In order to set a target and to answer to real needs, find a school, who's students to support through this campaign. Start by contacting more schools from rural areas, continue with conversations with 1-2 of them and, together with a school representative, set the target of necessary devices to be collected. You can sign a partnership agreement, through which the school commits that the devices will only be used in the benefit of the students.

Step 2: Creation of the social media campaign

Together with your team, create the visuals for the social media posts. You can use canva.com, an online free tool which allows you to create promotional materials with suitable formats and sizes for Facebook/Instagram etc.

Make sure that you keep the idea of the campaign `x days for y students`. This means that if at the beginning of the campaign you have decided that during 14 days you will collect 60 devices for 60 students, you will make sure to include this information in the visuals by making this sentence the main focus `14 days for 60 students`.

As time passes by, and ideally daily, make sure you post on social media the updates on the progress, e.g.: `13 days for 52 students`. The recommendation is to create a standard image, with the campaign message, that is constantly updated with accurate numbers.

Step 3: Collecting the devices

This step is all about collecting the devices and ensuring a proper storage to be kept until they are distributed. At the same time, at this stage, it is necessary to constantly inform the public on the progress made through daily posts: how many days left, how many devices needed, perhaps even mentioning the sponsors name (if they agree/ wish to have their name public) etc.

If the donors wish to, their name can be made public, as individuals or organisations.

In this step, once the devices are collected, it is recommended to test their functionality by the project team. We wish that students are able to use the devices as soon as they receive them.

If the time initially allocated for the campaign has ended and the target has not been achieved, the project team can decide if they choose to prolong the period of collecting devices or choose to stop after the initial deadline, e.g. 14 days, according to the initial plan.

Step 4: Distributing the devices

Once the collecting period has ended, it is time to distribute the devices. For this, are necessary some means of transportation which will ensure a proper storage on the road, e.g.: a minibus, a van, more personal cars etc., depending on the number of devices collected. To end the campaign on social media, it is recommended to create a final post with the end result. Photos are also relevant, with the distribution itself, or the names of the beneficiary school(s) could be mentioned.