TOYS FOR KIDS PROGRAM PROCESS

NOTE WE COLLECT THE TOYS FROM MID NOVEMBER TO JUST BEFORE CHRISTMAS. TOYS COLLECTED AFTER THE DISTRIBUTION DAY ARE USED IN THE NEXT YEAR’S INVENETORY!!!!

1. Determine date for distribution (generally the second Sat in Dec)
2. No later than late August reserve room at rec center
   1. Ross Boddy (Kim Bryant) has two rooms with tables or the preferred one large social hall with tables (if available)
   2. Longwood (Katie Dowdy) has one large room (gym) with no tables
3. Early October buy medium / large moving boxes. The number we need is based on how many locations will host boxes. Normally, we need about 22 total boxes and some can be reused from the previous year. Christopher’s Hardware sells the necessary moving boxes. Be sure to show our state sales tax exemption when purchasing the boxes.
4. Late October contact retailers to confirm box placement. Provide them with start and end dates and frequency of emptying (see file with list of box locations) St Johns school does not require checking, but boxes must be picked before school closes for the holidays.
5. Late October sort existing inventory of toys into major categories if not already sorted from previous year (need volunteers).
6. Early November – wrap collection boxes and obtain box posters (many are reusable from previous year)
7. Arrange for any additional signs needed for boxes – Brian has contact with Robyn Quinter Quinter Design or have copies of existing one made at UPS
8. Early November – confirm transportation for toy distribution day - Need a large box van or multiple trucks (Karen Rollings box van has been the best option and holds the majority of the toys)
9. Early November confirm storage for upcoming year (Mike Fekete basement, Clark Kendall barn and Maggie McCready house )
10. Early November contact all area elementary school counselors to see if they want to participate and solicit needs (see recipient file for schools contact list) Encourage them to provide as much information as possible (age, gender identity, ethnicity, learning challenges, etc.) and be sure they understand requests for gift cards are difficult to fulfill. Need lists back from counselors a week before the Dec toy distribution day.
11. Early to mid November contact all receiving organizations to inform them of distribution date, confirm participation and schedule time slot (see recipient file non-profit contact list)
12. Early to mid November contact Devorah from the local Jewish community to see if they have any needs for Hanukkah gifts and determine selection process and hand off date.
13. Mid November - Publish article in Greater Olney Area News – list box locations, website and note we especially have a need for items for infants and teens and monetary donations to purchase gift cards
14. Week before Thanksgiving place boxes in retail locations (need volunteers)
15. Check boxes at least weekly until a few days before Christmas. The first two weeks you may need to check only once. By Dec 5th you need to check at least twice a week. Empty toys as boxes fill up but always leave a few toys in the box. (need volunteers) You can add these toys to the existing inventory up until the distribution day.
16. Prior to distribution day ask for early entry to rec center - 8:30
17. Prior to distribution day collect existing toys from all storage locations and keep in truck/box van.
18. Distribution Day – see activities listed below
19. Schedule deliveries to elementary schools (the scheduled should be established the week before distribution day and delivery should occur the week following distribution day. Make sure it happens well before schools close for the holidays)
20. Make and print tally sheets for each organization to complete
21. Sort (if possible,) new toys and store them as they come in
22. May receive contact from Sandy Spring bank or other organizations e.g. for them to donate their left over Toys For Tots collections that the Marines did not collect.
23. Estimate volunteer hours for entire process and provide to Secretary
24. Submit GON article about toy distribution
25. Be prepared for last minute requests from schools, Olney Help, etc. – these can usually be met using the new toys coming in.
26. Use any remaining toy budget to buy toys, gifts and clothes on sale after the holiday and hold for next year’s inventory. Treasurer will provide amount in budget.

DISTRIBUTION DAY – NEED MANY VOLUNTEERS

1. Bring
   1. large garbage bags and boxes for receiving organizations to use
   2. scotch tape and packing tape
   3. sharpies
   4. pens
   5. Preprinted labels for each school gift
   6. labels for each table’s toy category
   7. tally sheets for each group
   8. sports ball pump to reinflate any that have deflated
   9. snacks and water
2. Have truck meet everyone at Ross Boddy at 8:30, set up tables and hang toy category labels on walls
3. Unload all boxes and group at tables based on box label. (Note, place small items on tables and larger items on floor under table. Don’t worry about emptying all the toys at the beginning. They won’t all fit. Have someone replenish the toys as they are taken.
4. Display toys by category, if assigned two small rooms instead of the large social hall use
   1. One room for all younger children’s toys – infant, toddler, dolls, cars, legos and stuffed animals
   2. Second room for sports equipment, books, puzzles, games, arts and crafts, teen, science
5. Provide school wish lists to volunteers to fulfill and have them label each toy by school and family and student number
6. Have each organization check in when they arrive at their appointment time and provide them with a tally sheet
7. Collect tally sheets from each organization as they leave and complete one for each school
8. At the end of the day pack remaining toys by category
9. Keep boxes for schools separate from other inventory (if using social hall, keep them on the stage)
10. Take pictures
11. Deliver wish list toys to each elementary school the week following the distribution