



# *toy box collection guide*

Every year, churches, businesses, and schools around the community host toy box collection drives for their local Community Christmas Shoppes. Items collected include new and unwrapped toys, games, sporting goods, arts and craft supplies, clothing and electronics. We serve children of all ages, so a variety of gifts are needed!

## *Resources needed:*

- Community Christmas Shoppe Collection Box
- Community Christmas Shoppe 11 x 17 Flyer
- Toy Drop Off Poster
- Gift Idea List sheet or half sheet

## *Toy box collection set up:*

- Acquire a Community Christmas Shoppe Collection Box from your local Shoppe leader or ACTION representative the last week of October.
- Set up the box in a well-trafficked area (lobby/sanctuary/auditorium) the first week in November.
- Use the Toy Drop Off Poster/ Community Christmas Shoppe Flyer to promote the toy collection site.
- Hang the poster/flyer in the window of your business or attach to the Collection Box.
- Attach Gift Idea List to Collection Box (optional: have copies to give out).
- Inform ACTION of the box's placement, so we can upload the coordinates on the interactive map.
- Promote, promote, promote!
- Churches: Remind church members/employees that the Toy Box Collection Drive is happening the whole month of November.
- Schools/businesses: Start an office/classroom competition to see who can bring in the most toys!
- Generally, the last of the Toy Drive is Tuesday, December 5th. (some Shoppes will be earlier- check!)
- Coordinate the pick-up date with your ACTION Representative.

# **ACTION**

**SERVE. TOGETHER.**