

Toy Drive Checklist

June:

- ☐ Secure location/date for Toy Drive (Georgies) for November date
 - ☐ Pay deposit if needed
- ☐ Secure location/date for distribution of toys (Blackbird?)
 - ☐ Pay deposit if needed
- ☐ Reach out to schools and organizations from last year to confirm their participation again. (Before school is out for summer)

July

- ☐ Begin collection from members. Each social meeting ask members to bring one unwrapped toy
- ☐ Secure Santa for both events
 - ☐ Pay deposit if needed
- ☐ Create and distribute flyer with donation QR code to local businesses.

August

- ☐ Begin to collect auction items for the Toy Drive

September

- ☐ Connect with organizations from June - get preliminary numbers of students and ages
- ☐ Purchase/locate boxes and wrapping paper for the donation boxes
- ☐ Continue to collect auction items for the Toy Drive
- ☐

October

- ☐ Social meeting activity will be to wrap the donation boxes
- ☐ Meet with Georgies to discuss "last minute" details
- ☐ Meet with Blackbird to discuss "Last minute" details
- ☐ Continue to collect auction items for the Toy Drive
- ☐ Finalize and distribute the event flyer for the Toy Drive (multiple languages)

November

- ☐ Place donation boxes with businesses in town
- ☐ Organize a team to collect from the boxes on a weekly basis
- ☐ Prepare for Toy drive at Georgies
- ☐ Finalize and distribute the flyer for the Toy distribution at Blackbird. (multiple languages)
- ☐ Gather lists from schools and organizations with final counts and age groups. Specific requirements (wrapped, drop off date/times etc)
- ☐ Confirm Santa(s)

December

- ☐ Toy Drive
- ☐ Arrange for committee members to organize and categorize toys as soon as possible following toy drive
- ☐ Use \$ donations to purchase remaining needed toys
- ☐ Schedule drop offs to organizations
- ☐ Schedule members to stations at Toy Distribution.

January

- ☐ Hold meeting to reflect on the process and make adjustments as needed for next year.