

HOST A DONATION DRIVE FOR BOXES OF BASICS!

THIS TOOLKIT WILL PROVIDE YOU WITH EVERYTHING YOU NEED TO MAKE IT HAPPEN!

Tool Kit Includes:

Step by Step Guide

List of Items Needed

Flyers to Advertise Your Drive

Sign for Collection Boxes/Bins

Predesigned Social Media Post

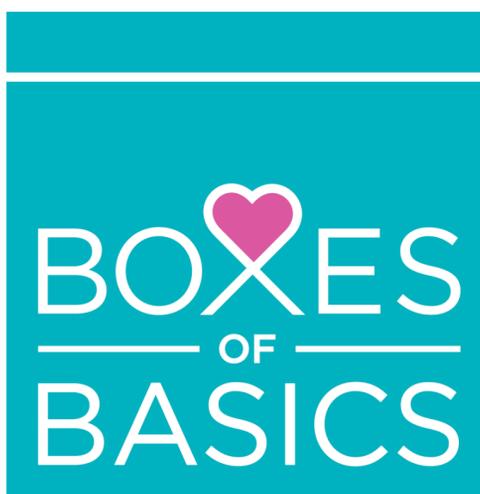
Sample Press Release

Email Announcement

Follow-Up Thank You Email

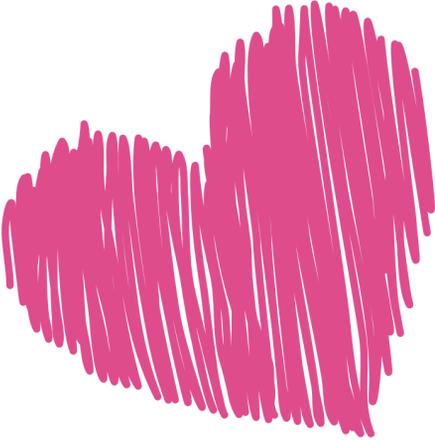
About Boxes of Basics

Angel Tree Cut-Outs (For Holiday Angel Tree Drives)



www.boxesofbasics.org

Let's work together to help give
the gift of clothing to children in
Prince William County!



Step by Step Guide

Step 1: Decide

Decide to host a drive and choose which item/items you will collect. New socks, shoes, and underwear are urgently needed. New or gently used winter coats, children's books or a gently used clothing drive are options. You can even host an online only drive using our Amazon Wish List. The choice is up to you!

Step 2: Announce

Make the announcement! Reach out to your sphere of influence and let the world know you are hosting a donation drive for Boxes of Basics.

Make sure you include which items you are collecting, where people can drop off donations and the date or date range you will be collecting items. Use the flyers, email templates, press release and social media announcements included in this toolkit!

Step 3: Collect

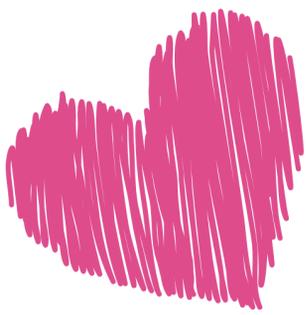
Start collecting! You can use a plastic bin or box to collect items. Use our pre-designed collection box flyer in this toolkit or create your own. If you would like to pick up a donation box from Boxes of Basics HQ located at 9323 West Street Manassas VA just let us know and we are happy to provide you with one.

Step 4: Deliver

After your donation drive please contact us at info@boxesofbasics.org to coordinate a date/time to drop off donations to the Boxes of Basics HQ at 9323 West Street Manassas. Please do not leave donations on the porch. We need to make sure someone is there to bring the donations inside.

Step 5: Celebrate!

Celebrate your accomplishments and thank your supporters! Use our thank you email template and pre-designed social media posts to thank everyone who participated in your drive.



List of Items Needed

Choose to collect one item or a combination of any items.

New socks, underwear, shoes and winter coats are the items we always need.

The choice is up to you.

New Underwear

Packs of boys and girls underwear size 3T - 14/16.



New Socks

New socks in all sizes from toddler up to socks that will fit size 8 adult. We love white low cut socks that can be worn by girls and boys!



New Shoes

New shoes in all sizes. From toddler sizes to size 8 adult - we always need new shoes.

Tennis shoes are our favorite!



Winter Coats

We take new and gently used winter coats from 2T - Size 14/16. We will even accept adult sizes. Used coats must be in good condition.



Gently Used Children's Clothing

All clothing must be in good or excellent condition. No rips, tears, stains or odors.

Sizes accepted are Newborn through Size 14/16 Youth.

We especially need boy and girls sizes 8,10,12,14 &16



Children's Books

New and used book for children of all ages from infant to teen.



Winter Gloves and Hats

All sizes of winter hats, gloves and mittens!



HELP A CHILD IN PRINCE WILLIAM COUNTY!



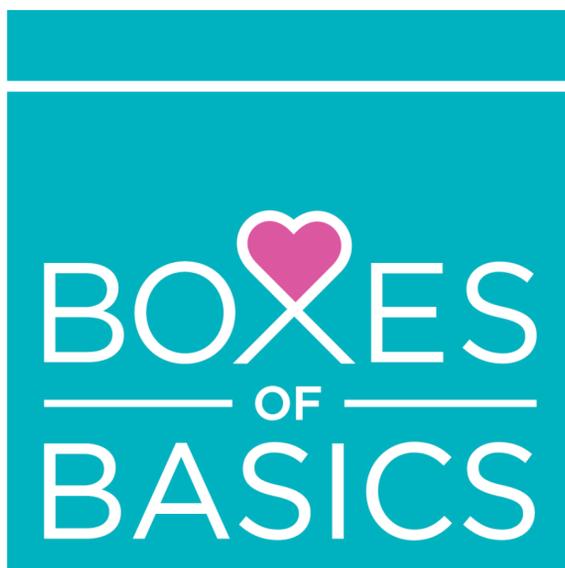
We are collecting

**For Boxes of Basics.
Children right in our community need your
help!**

DROP OFF ITEMS AT OUR DRIVE

LOCATION: _____

DATE(S): _____



www.boxesofbasics.org

For more information, contact:

HELP A CHILD IN PRINCE WILLIAM COUNTY!



www.boxesofbasics.org

DROP OFF ITEMS HERE!

LOCATION: _____

DATE(S): _____



For more information, contact:

HELP A CHILD IN PRINCE WILLIAM COUNTY!



www.boxesofbasics.org

DROP OFF ITEMS HERE!

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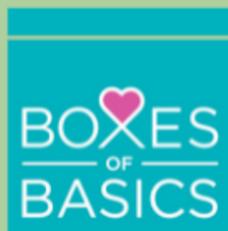
For more information, contact:

HELP A CHILD IN PRINCE WILLIAM COUNTY!



GENTLY USED CHILDREN'S CLOTHING NEEDED

We are collecting boys and girls gently used clothing sizes newborn - 14/16 youth.



www.boxesofbasics.org

DROP OFF ITEMS HERE!

LOCATION: _____

DATE(S): _____

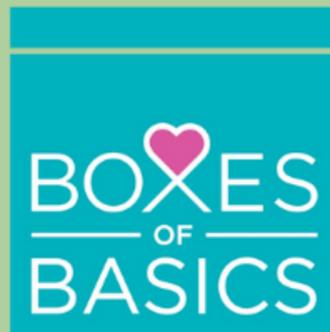


For more information, contact:

HELP A CHILD IN PRINCE WILLIAM COUNTY!



**CHILDREN'S BOOKS
NEEDED**



www.boxesofbasics.org

DROP OFF ITEMS HERE!

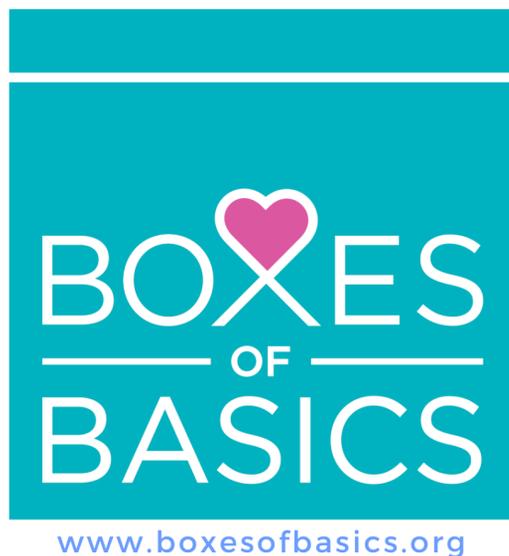
LOCATION: _____

DATE(S): _____



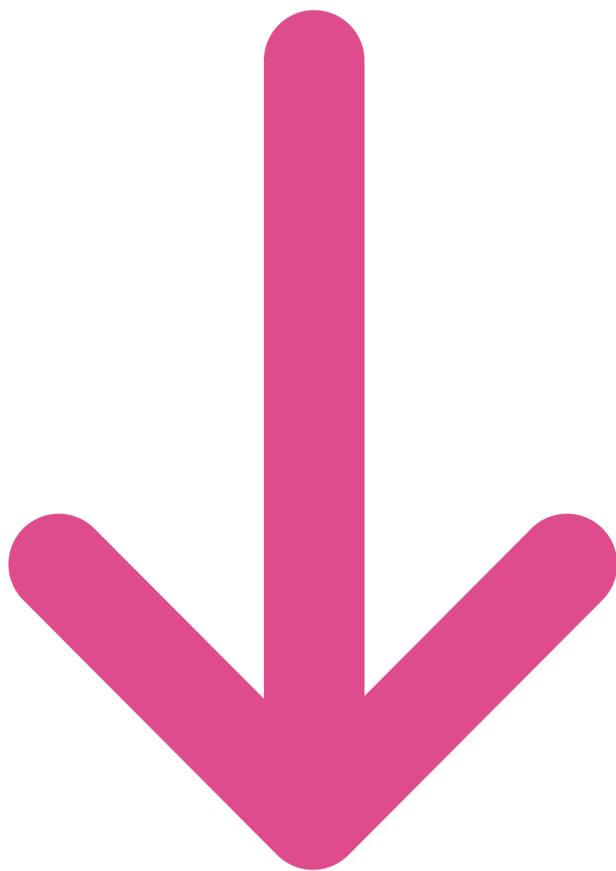
For more information, contact:

DONATION DRIVE



DROP DONATION ITEMS HERE!

All items will benefit Boxes of Basics and local children in Prince William County, VA.



Social Media Posts

Social media is a great way to spread the word about your donation drive. Here are a few designs you can share. Make sure to include all of the details specific to your donation drive!

Don't forget to mention Boxes of Basics

Website: www.boxesofbasics.org

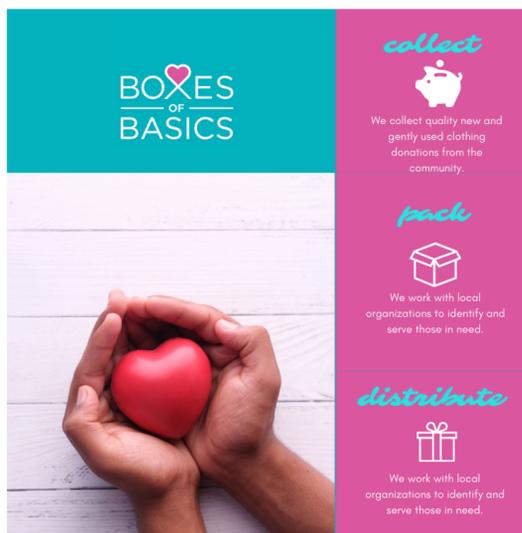
Amazon Wishlist: <https://amzn.to/2UprAHu>

Facebook Page: www.facebook.com/clothesforkidsinneed



Social Media Posts

Here are a few more....



Sample Email

Subject: Exciting News! Donation Drive for Boxes of Basics

Dear _____,

We are excited to share that (name of your organization) is hosting a donation drive to benefit children right here in Prince William County. We are partnering with local nonprofit, Boxes of Basics to collect (name the item/items you plan to collect).

Boxes of Basics works with school social workers, other nonprofits and community organizations to identify local children in need of clothing. Once a child is referred to Boxes of Basics they receive a beautiful box that contains an entire seasonal wardrobe of quality new and gently used clothing. Each box contains school outfits, play clothes, pajamas, new socks, new underwear, shoes, a winter coat and an age appropriate book. Every outfit is hand selected, wrapped and labeled. When a child receives their Box of Basics it's like opening a gift.

Here are the details:

Items: (List the item(s) you plan to collect and any additional information about the items.)

Donation Drive Date(s): (month or dates you plan to collect donations)

Location: (Insert address where donations can be dropped off)

If you can't make it by to drop off your donation you can order directly from the Boxes of Basics Amazon Wish List <https://amzn.to/2UprAHu> or make a donation online at www.boxesofbasics.org/donate

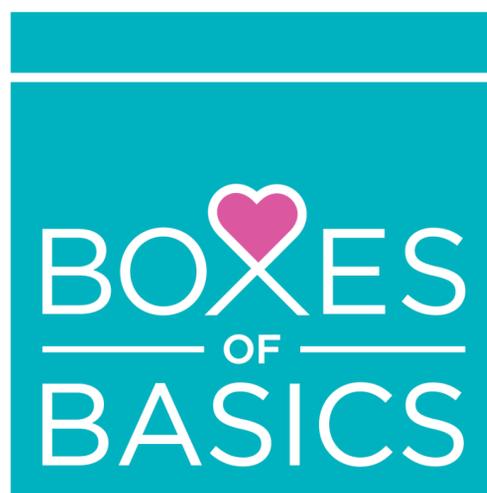
Items we collect will go directly to help local children in need. The gift of clothing is the gift of warmth on a cold day. It is the gift of self confidence and worth and most importantly we are showing these children that they matter, that they are important and that they are loved.

Let's get started!

Best,

(Signature)

Boxes of Basics is a charitable organization, Federal Tax ID #81-1661092. To learn more about this program, please visit www.boxesofbasics.org



Sample Press Release

FOR IMMEDIATE RELEASE

Prince William County, VA -

(Name of your organization) is partnering with local nonprofit Boxes of Basics to collect (insert name of item(s) you plan to collect) for local children in need.

Boxes of Basics works with school social workers, other nonprofits and community organizations to identify local children in need of clothing. Once a child is referred to Boxes of Basics they receive a beautiful box containing an entire seasonal wardrobe of quality new and gently used clothing. Each box contains school outfits, play clothes, pajamas, new socks, new underwear, shoes, a winter coat and an age appropriate book. Every outfit is hand selected, wrapped and labeled. When a child receives their Box of Basics it's like opening a gift.

Here are the details:

(Title of your donation drive)

Items: (List the item(s) you plan to collect and any additional information about the items)

Donation Drive Date(s): (month or dates you plan to collect donations)

Location: (Insert address where donations can be dropped off)

If you can't make it by to drop off your donation you can order directly from the Boxes of Basics Amazon Wish List <https://amzn.to/2UprAHu> or make a donation online at www.boxesofbasics.org/donate

All of the items collected will go directly to children in Prince William County. "(1-2 sentence quote reflecting excitement about the donation drive)," said (name), (title) of (name of organization).

"We are thrilled to partner with (Name of your organization.) Boxes of Basics is a 100% volunteer run organization and we depend on support from our community. What we do is simple, we provide clothing to children who need it most." said Sarah Tyndall, Executive Director of Boxes of Basics

(Name of your organization) is based in (city, state). Founded in (year), (name of organization) (describe your organization). Learn more about (name of organization) by visiting (website).

Boxes of Basics is a charitable organization, Federal Tax ID #81-1661092. To learn more about this program, please visit www.boxesofbasics.org

Contact:

(Your Organization)

(Primary Contact Name)

(Phone)

(Email)

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Thank You!

It is important to thank your supporters and donation drive participants.



Sample Email

Hello,

We are excited to share that (describe amount of items collected) was donated to Boxes of Basics through (name or your organization) donation drive!

We would like to extend a heartfelt thank you for your participation and support. Whether you purchased or brought a dropped off donation, helped spread the word, shopped the Boxes of Basics Amazon Wish List or made a donation online, we couldn't have done this without you. All items collected will go directly to help children right here in Prince William County.

Your efforts will make a difference in the lives of these local children and for that we are forever grateful. Thank you again for making this donation drive a huge success!

Thank you,

(Signature)

About Boxes of Basics



How Does Boxes of Basics Work?

Step 1 Collect

Boxes of Basics collects quality new and gently used clothing donations from community clothing drives.

Step 2 Pack

Our amazing volunteers help sort and pack the Boxes of Basics for children in need.

Step 3 Distribute

We work with local schools, charity, government and religious organizations to identify and serve those in need.



What's In the Box?

Each Box of Basics contains a season's wardrobe of quality clothing based on the child's age, size and gender.

Boxes are packed with a variety of school outfits, play clothes, pants, shirts, dresses, pajamas and one "Sunday Best" outfit. Boxes also include a winter coat, new underwear, new socks, shoes, a dental hygiene kit and an age appropriate book.

Each outfit is hand selected wrapped and labeled. When a child receives a Box of Basics we want them to feel like they are opening a gift.

Who are the Children We Help?

Children in need are identified and referred to Boxes of Basics by a variety of local organizations including other nonprofits, schools, churches, government organizations and more.

Here are some referrals we received in the past. Because of support from our donors and community we have the ability to say, "Yes, we can help you!" to these requests.

"R. is a second grade student. He is currently living in a hotel with his mother and is in need of clothing."

"S. struggles in school but he is a nice and well mannered boy. His home life is challenging with multiple caregivers and a single mother. Mom recently lost job and is looking for new employment, and family struggles financially."

"Grandmother has recently been given custody of her three grandsons. They are in need of clothes for the new school year."

If your organization would like to host a holiday angel tree simply copy and print out these angels. You can fill in items you would like to collect for Boxes of Basics.

Example: Item: Winter Coat Size 8

