



Guide to Birthday Party Supply Drives

Thank-you in advance for your collection efforts on behalf of The Frosting Foundation. By coordinating a Birthday Party Supply Drive, you are helping to make birthday parties possible for children in hospital all across Canada.

This guide contains all of the information needed to for your organization to host a successful drive. It includes the following helpful resources:

General Information

- Getting started
- List of most needed items
- Promoting your drive
- When your drive is complete

Documents for Supply Collection Bins

- The Frosting Foundation logo (JPG)
- Bin Label (PDF)

Templates for Promotion

- Flyer for bulletin boards, mailbox stuffers, etc. (PDF)
- Initial e-mail
- Reminder e-mail
- Wrap-up/thank-you e-mail

For more information, please contact Melanie Beaudin at frostingfoundation@gmail.com.

Getting Started

Before you begin, consider the following:

- Choose the length of time and the dates for your supply drive. You can run your drive for a day, a week, or even for the entire Anniversary month of your business or organization.
- Select a high-traffic, easily accessible location for your collection box.
- Decide if you are going to collect all items on the wish list, or focus on one or two specific items such as paper plates and cups.

List of Most Needed Items

- Small battery operated tea lights
- Paper cups, small paper plates, paper napkins (solid colours, stripes, polka dots or chevron only please)
- Rectangular plastic tablecloths (solid colours)
- Small craft kits, kids and adult-style colouring books, washable markers, travel games, UNO cards, fuzzy socks in all sizes and colours, small puzzles

Promoting Your Drive

Before the drive:

- Spread the word! Tell everyone about The Frosting Foundation and about your drive.
- Send out an e-mail, memo or voicemail announcing the kickoff date.
- Announce the drive in newsletters and meetings.
- Distribute flyers to those in your building.
- Let the community or public relations department know about the drive.
- Decorate your collection box in brightly coloured Birthday paper, and add a Frosting Foundation Supply Drive sign to the front.

During the drive:

- Set up the box in a high-traffic area.
- Make sure everyone knows what's on the supply wish list.
- Keep participants informed by tracking progress and celebrating successes.
- Announce when the drive is coming to a close to add an extra boost.

When the Drive is Complete

Once your Birthday Party Supply Drive has come to a close, please contact Melanie Beaudin at frostingfoundation@gmail.com to arrange delivery of the items. Remember to thank everyone who helped contribute to a successful campaign!