



Used Toy Drive

Project Guide



Collect



Clean
& Repair



Donate

Project overview

Modern Woodmen of America is pleased to offer the Used Toy Drive Project Guide for our youth service clubs. The project guide features tools to plan an easy, worthwhile and successful service project in your community.

What is a used toy drive?

A used toy drive is a collection of gently used toys. The collected items are cleaned and repaired, if necessary, then donated directly to a community organization or used in fundraising for it.

What is the purpose of a used toy drive?

The toys and games that are no longer wanted can be delivered to family shelters and other community agencies, used for a community fundraiser or sold by the club to buy something an organization needs.

What is included in the Used Toy Drive Project Guide?

In addition to this project planner, the Used Toy Drive Project Guide features:

- A poster that communicates why this project is important and beneficial.
- A script to help you present the information on the poster.
- A communication template that explains the service project to parents.
- A photo release form template.

What other supplies do I need to carry out this service project?

To clean and repair donated toys, you may need:

- Antiseptic wipes.
- Washcloths and mild dishwashing detergent.
- Needles and thread.
- Screwdrivers, hammers, pliers and other simple tools.
- An assortment of screws, nails and other hardware.
- Hot-glue gun. (Use of the glue gun should be limited to adults and teens.)

Optional items you may want to have on hand include:

- Modern Woodmen-branded repositionable vinyl signs (available to order at imakeanimpact.org) to help you promote this service project to your community.
- Simple refreshments like bottles of water, granola bars or fresh fruit for volunteers.

Keep receipts for any purchases to attach to your activity report form.

How much time do I need to hold a used toy drive?

Toys may be collected on one day, over a weekend or an even longer period. Depending on toy condition and the number of volunteers, cleaning and repairing the toys may take an hour or two.

When should I start planning a used toy drive?

Most of the preparation can take place a day or two before the project. *Finding a venue for the event and promoting the toy drive should begin about four to six weeks before the event.*

Before the project

1. **Find and reserve a location** for the used toy drive.
2. **Choose the beneficiary** of the toy drive. Club members should choose on the basis of their community's needs and what organizations may be requesting used toys.

Once the decision is made, contact the agency or organization to determine what types of donations it will or will not accept. (For example, most hospitals will only accept newly purchased stuffed animals with tags attached.) *Communicate these guidelines to club members, parents and other toy donors.*

3. **Arrange for pickup/delivery** of items. The organization may pick up the donations, or the club can arrange a time to deliver them (or the funds raised).
4. **Complete an activity request** online at imakeanimpact.org at least seven days prior to the event date. *Always obtain approval from the Fraternal Department before making any binding commitments.*

Youth service clubs can use service project funds or premier achievement award dollars to fund a Used Toy Drive service project. *No additional funding will be provided by the Fraternal Department or home office.*

5. **Plan your activity and recruit volunteers.** Depending on their ages, club members can:

- Wash toys.*
- Create toy-drive posters.
- Set up the collection tables.
- Take photos.**
- Greet donors.
- Accept donations.
- Sort donations.
- Bag donations.
- Clean up after the drive.
- Help the charitable agency pack up donations.

* It's essential to wash the toys before donating them.

When parents RSVP, ask if they can stay during the activity to help assist.

6. **(Optional) Purchase light refreshments.**

You may use service project money, existing funds or premier achievement dollars to purchase light refreshments for the children, such as bottled water, granola bars or fresh fruit. (Keep receipts to attach to your activity report form.)

7. **Promote the used toy drive** and extend invitations.

Postcards are not available for service projects, so be sure to promote the location, time and beneficiary of your used toy drive at least 30 days ahead of time to ensure as many club members, families and community members as possible attend.

You can help spread the word by posting an invitation/announcement on your club's closed-group Facebook page or use the communication template to email parents. You can also complete and email an activity pre-event release to media outlets.

If possible, email, call or text families a few days before the used toy drive to remind them of the event. If desired, you might attach a personalized version of the communication template, which emphasizes how important volunteering is to children’s development.

Doing the project

1. **Set up the room** at least an hour ahead of time. Include a:

- Welcome table/sign-in area.
- Cleaning/repairs table.
- Toy collection table.
- Refreshments table.

Have on hand:

- Modern Woodmen attendance sheets.
- One or more copies of the Used Toy Drive poster.
- A copy of the poster script.
- Copies of the parent letter, if desired.
- Hand sanitizer.
- First-aid kit.

2. **Welcome volunteers.**

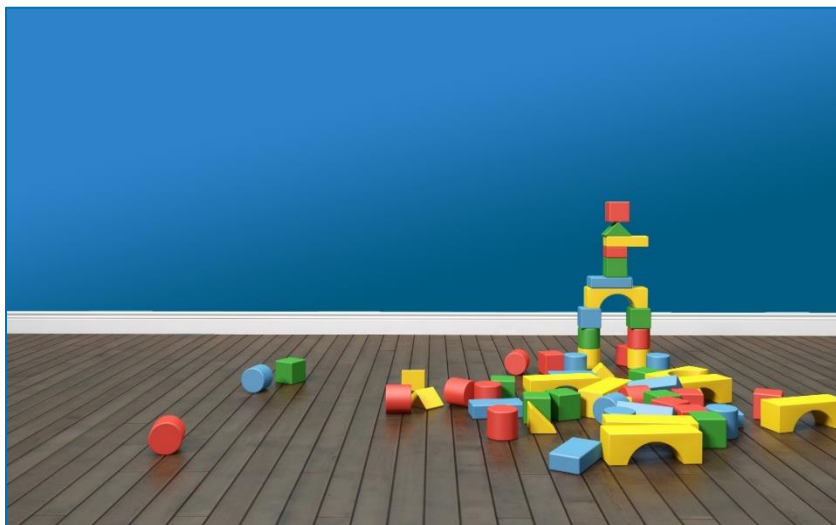
Thank volunteers for coming. Ask them to sign in on the attendance sheets. Make introductions if needed. Those who arrive early can help with last-minute details.

3. **Present background information.**

Before the service project begins, use the Used Toy Drive poster to remind attendees how the drive will benefit those in their community. The poster script can help you present the material. After the presentation, hang the poster in a well-traveled area so everyone is reminded of the information.

4. **Provide instructions** to volunteers.

Before the toy drive starts, ensure each volunteer understands what to do and how to do it.



After the project

1. **Celebrate what has been accomplished.** You might give volunteers an estimate of the total number of toys collected or the number of children that might receive the donations.
2. **Make the donation.** If a representative is present to receive the donated items, ask him/her to address the group about the organization's work and how the donated items will be used.

If the toys will be sold by the club on a later date and the proceeds donated to a local organization, determine when and how this sale will be conducted. *Please note a toy sale would not count as a separate service project toward premier status.*

3. **Complete an activity report** online at imakeanimpact.org no more than 30 days after the activity and by Dec. 1, attaching receipts, attendance sheets and good, clear photos of volunteers**.
4. **Promote your successful project** by submitting a post-event release to local media outlets and/or creating a post on your club's closed-group Facebook page.

*** If you take photos of children, you can only post them on your club's closed-group Facebook page, and only when parents have granted permission to use their images in photos. Do not tag or otherwise identify individuals in these photos. Individuals who have not signed in on an attendance sheet should complete photo release forms.*