

Bag Contents & Instructions

What to Include In The Birthday Bags:

Items should be suitable for kids ages 3- 12. About ten new, unused items should go into each bag with a minimum total value of 5 to 10 dollars. An effort should be made to see that one “lasting” item like a stuffed animal is in each bag. Here are some suggestions, but let your imagination be your guide:

IDEAS

Crayons	Stickers
Whistles	Mini-Frisbees
Bubbles	Candy
Party blower	Coloring books or notepads
Fun Fruit snacks	Animal straws
Balls	Pens
Puzzles	Small stuffed animals
Slinky	Novelty toys

Instructions

The instructions given here are only a guideline and depending on the size of your group may, or may not work for you. Use them or develop your own method. Remember that the gift for your volunteers lies in the giving. Make it fun, rewarding, and meaningful. Please let us know what you have done by entering your event into the web form found at www.cheerfulgivers.org under the **Our Successes (Record Volunteer Event)** section of the web site.

Form a Volunteer Team

- A Cheerful Givers Team Leader should be identified who will be the main contact for communication and information about Cheerful Givers.
- The Team Leader should establish a schedule of dates to assemble birthday bags. It's best to have a regular schedule, such as the first Wednesday of each month, at the same time. An area with two large tables is needed.
- The Team Leader should provide birthday gift bags and ribbons. These can be purchased in bulk or on sale or requested as donations.
- Volunteers will have an opportunity to take the finished bags to a shelter or food shelf in their community. A list of shelters and food shelves is available at www.cheerfulgivers.org. It's best to call the shelter in advance to let them know you will be dropping off birthday bags.

- Two days before your scheduled birthday bag blitz, send a reminder to all volunteers with the date, time and location. Include the mission of Cheerful Givers and a request for those who can't attend to drop off donated toys or treats with the Team Leader the day prior.

The Day of the Event -- A Birthday Bag Blitz

- The Team Leader should arrive early for set-up. If you're expecting 20 or fewer volunteers, you can use two long tables (for more than 20 volunteers, use four tables). At the head of one table place the gift bags and any donations that you have. On the second table put the ribbons and several pairs of scissors. You will also need to have several cardboard boxes to put the finished bags in. Put up "Cheerful Giver" signs in the area.
- As volunteers arrive with their donations, have them place them on the table. Remove any prices or unnecessary packaging.
- Begin an assembly-line by having the volunteers walk around the table to fill the bags. Take a minute to have everyone introduce themselves if they don't know each other.
- About four people should be stationed at the ribbon table. As the bags are filled, they should be placed on the ribbon table where ribbons are tied to close them. Bags are then placed in the cardboard boxes.
- When all bags have been assembled, the team should count and record the number of bags completed. The Team Leader should record the team event at www.cheerfulgivers.org in **Record Volunteer Event**.
- Team members can take the boxes and at their convenience drop off the bags at a shelter or food shelf within their community.
- The Team Leader should thank all the volunteers and remind them of the impact they are having on the lives of children in need and their parents.

Celebrate Your Accomplishments

- Tell us about your event at www.cheerfulgivers.org **Our Successes (Record Volunteer Event)** so we can share it with other Cheerful Givers on the website.
- We will provide a Cheerful Givers recognition item to anyone who volunteers on a regular basis.
- Additional support will be provided by the Board of Directors of Cheerful Givers upon request. Contact us at info@cheerfulgiver.org.

