



# GIFT DRIVE MADE EASY

URBAN ANGELS SF

YOUTH AMBASSADOR CORP  
HOLIDAYS 2021







# GIFT DRIVE MADE EASY



**01.**

## **School Approval**

Align to project with school service team

**02.**

## **Select Shelter**

Estimate # of gifts your community could support

**03.**

## **Gift Sign Ups**

Create sign ups - by age, gender - of gifts needed

**04.**

## **Advertise!!!**

Announce & advertise your program, repeat!!!

**05.**

## **Set up Collection**

Create collection location(s) for gifts

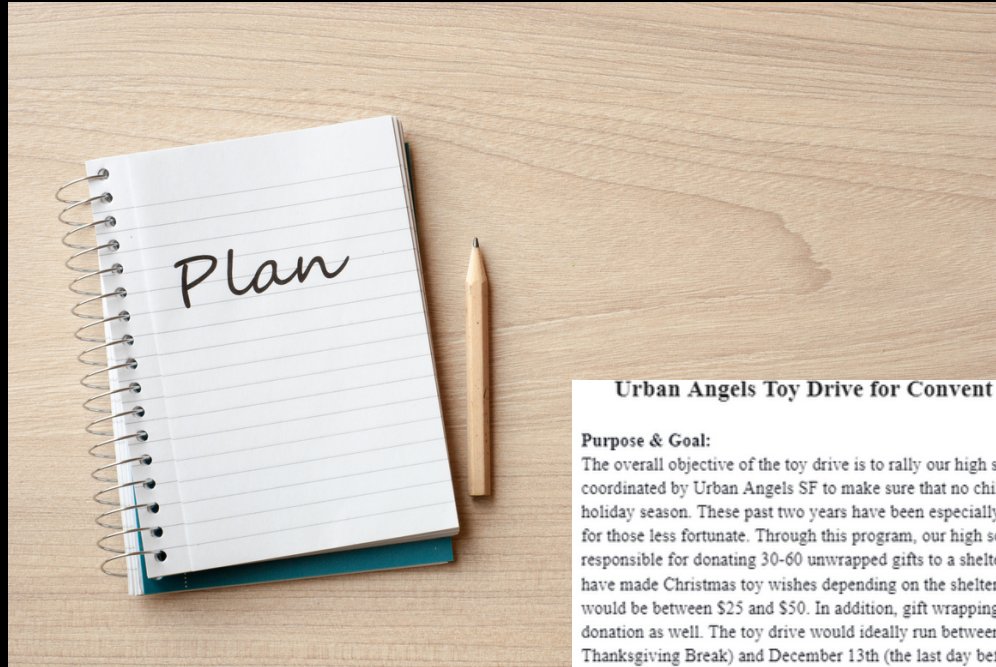
**06.**

## **Deliver**

Organize delivery to transport gifts to shelter



# 1. SCHOOL APPROVAL



## Urban Angels Toy Drive for Convent and Stuart Hall Proposal

### Purpose & Goal:

The overall objective of the toy drive is to rally our high school students around a city-wide goal coordinated by Urban Angels SF to make sure that no child is left without a gift during this holiday season. These past two years have been especially challenging for everyone, especially for those less fortunate. Through this program, our high schools collectively would be responsible for donating 30-60 unwrapped gifts to a shelter requesting gifts for children who have made Christmas toy wishes depending on the shelter chosen\*. The suggested price range would be between \$25 and \$50. In addition, gift wrapping paper would be appreciated as a donation as well. The toy drive would ideally run between November 29th (1st day back from Thanksgiving Break) and December 13th (the last day before gifts must be sorted and delivered).

\*If I have permission to do this toy drive, here are my ideas of which shelter to choose (I initially thought Compass shelter was a good fit because I think our high school community can quickly achieve their goal but is it a better idea to set the baseline higher?):

- 1: Compass Family Shelter- 30 gifts (requested delivery date: 12/15)
- 2: Providence Family Service Center - 50 gifts (requested delivery date: 12/20)  
Note: if I chose this one, I could extend the toy drive later into the week
- 3: Chinatown Community Development Center- 61 gifts (requested delivery date: 12/15)

### Proposed Methods of Advertisement:

1. **Email to Students**= Starting in mid-November, I would send periodic emails out to both high schools letting them know about the timeline, requirements, and steps for donation.
2. **Flyers/Posters**= I would like to put posters out on both campuses in hallways to give stimulus to students about the toy drive.
3. **Thursday Notes/ Daily Announcements/ Connection with families?**= I think it might be a great idea to use some of these mediums to get more in touch with students and parents to let them know about the opportunity if they want to help out as well.
4. **Service Hours**= I think a good method of getting students involved is to offer service hours per donation depending on if it was a toy or wrapping paper.

### Rough draft of instructions for the drive:

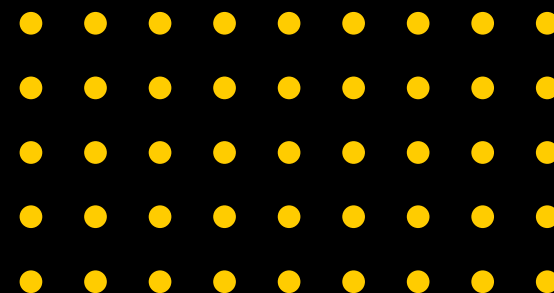
- **Criteria:**
  - Gifts have to be brand new and in the price range of \$25-\$50

Work with your school to get approval to run the toy drive.

Having a flushed out project plan helps a lot:

- Project purpose & goals
- Timeline - work backwards from delivery deadline
- Advertising plan
- Instructions for people to participate
  - Select child(ren)
  - Buy \$25-\$50 age/ gender appropriate gift
  - Bring unwrapped, with a roll of wrap to collection site
- Plan to find parent volunteers for delivery

We can share a project plan with you - to build from & make it easy!







# 2. SELECT SHELTER

**Estimate the # of gifts your school community can aim to collect**

- TIP: assume you will get 10% of families participating, each providing 1-2 gifts, how many will that total?
- **EXAMPLE: With 400 students at a school, if 10% of those students bring in 1-2 gifts each, we will have enough gifts for 60 kids**

**Select a shelter to sponsor gifts for with a similar # of kids as your estimate**

**[DUE BY OCTOBER 29!!!]**

- Once selected, your shelter will give you a list of the ages & genders of kids who need gifts - so appropriate gifts can be purchased
- NOTE: if your gift drive comes in short, UASF can help fill the gaps

<b>2021 Holiday Gift Drive</b> (Gifts will be delivered in order of priority 1 to 15)					
Organization	Name Email	Number	Delivery Address	Gifts	Notes
1. Tenderloin Neighborhood Development Corporation	Huyven "Kiki" Vo <a href="mailto:hvo@tndc.org">hvo@tndc.org</a>	415-494-8695	626 Mission Bay Blvd SF 94158	60	Delivery requested for 12/16
2. Rita da Cascia Catholic Charities	Sasha Sommer <a href="mailto:SSommer@catholiccharitiessf.org">SSommer@catholiccharitiessf.org</a>	206-851-3181	1652 Eddy Street SF 94115	80	
3. Hamilton Families	Christina Alton <a href="mailto:calton@hamiltonfamilies.org">calton@hamiltonfamilies.org</a>	510-499-1378	1530 Fell St	50-100	Claimed by Merilee Deliver 12/15
4. St Joseph's Family Center	Morgan McCarthy <a href="mailto:MMcCarthy@catholiccharitiessf.org">MMcCarthy@catholiccharitiessf.org</a>	415-801-4728	899 Guerrero St SF 94110	25	Claimed by Priyanka Delivery 12/15-23
5. Compass Family Center	Nicole Lauhon <a href="mailto:nlauhon@compass-sf.org">nlauhon@compass-sf.org</a>	415-644-0504 ext 4109 269-568-6092	626 Polk Street	30	Deliver 12/15
6. Chinatown Community Development Center	Pauline Chan <a href="mailto:Pauline.Chan@chinatowncdc.org">Pauline.Chan@chinatowncdc.org</a>	415-627-6977 415-271-7089	255 Broadway St.	61	Deliver by 12/15







# 3. CREATE SIGN UPS



## Age & Gender

Create Sign Ups for gift givers to select the shelter name, age & gender of the kids they will buy gifts for

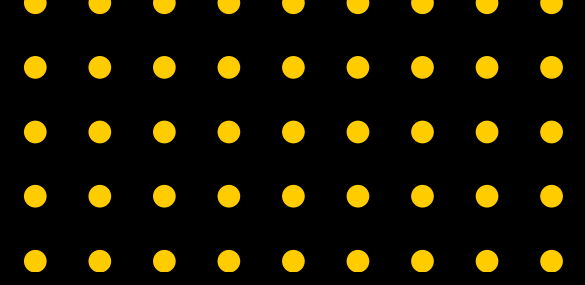
For each shelter, assign a number to each child's gift. This will make it easy to tally the gifts at drop off at school.







# 4. ADVERTISE, REPEAT



Announce your program

Advertise on many mediums!

- Posters
- Newsletters
- Family announcements
- Assembly / advisory announcements
- Etc

Repeat, Remind, Repeat!



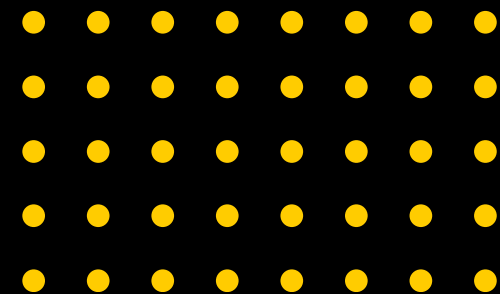


# 5. SET UP COLLECTION



## Create collection locations for the gifts

Ask gift givers to label gifts with the shelter's name and gift number (this will help to check off the sign up list)





# 6. DELIVER

## Recruit drivers & organize delivery

Include a step to audit the gifts donated. Clearly mark which age/ gender child they are for.  
Organize delivery time / contact with your shelter







**THANK YOUR  
COMMUNITY  
FOR MAKING  
A MASSIVE  
IMPACT**





### Share Joy

Ensure no child goes without holiday joy



### Provide Hope

Send the message that they are valued, worth it



### Alleviate Suffering

Alleviate parents' stress of not having resources to







“

**NEVER DOUBT THAT A SMALL GROUP OF  
THOUGHTFUL, COMMITTED CITIZENS  
CAN CHANGE THE WORLD; INDEED,  
IT'S THE ONLY THING THAT EVER HAS.**

Margaret Mead

”





# ANY QUESTIONS?



**Merilee McDougal**

Urban Angels SF Board  
Marketing Director  
merilee@urbanangelsf.org



**Alice Chanter**

UASF Youth Ambassador Corp  
Program Director  
achanter@urbanangelsf.org