



Annual Holiday Toy Drive

To Support Open Door Foundation

Toy Drive Toolkit



Welcome to the Open Door Family

Open Door Family Medical Center's mission has remained consistent since it opened in 1972: to provide high-quality health care that is affordable, accessible and efficient. From prevention and wellness programs, to the treatment of diseases, Open Door keeps the families of Westchester, Putnam and Ulster counties healthy and strong, regardless of their ability to pay.

As a pioneer Federally Qualified Health Center (FQHC), Open Door serves nearly 60,000 individual patients with more than 40% of patients having no health insurance coverage. Primary care, dental care, behavioral health care, clinical nutrition, wellness programs and chronic disease management are the foundation of Open Door's clinical programs. For nearly 50 years, Open Door has developed a proven model of cost-effective, preventive care for patients that benefits entire communities.

Open Door currently operates health centers in Ossining, Port Chester, Sleepy Hollow, Mount Kisco, Brewster, Mamaroneck, as well as eight School-Based Health Centers in the Ossining and Port Chester school districts, and a comprehensive dental facility in Saugerties. Open Door is accredited by the Joint Commission, recognized by the National Committee on Quality Assurance (NCQA) as a Patient-Centered Medical Home, and recognized as the leading Health Disparities Reducer in NYS by the Health Resources Services Administration (HRSA). Open Door achieves clinical results that consistently surpass national benchmarks for patient outcomes related to diabetes management, blood pressure control and asthma, among others.

Making sure children have a gift is a tradition that began over 35 years ago. Open Door distributes over 3,000 gifts to those children less fortunate. There is so much uncertainty in the world today, and Open Door wants to make sure that this holiday tradition remains a constant source of support for our patients who face extreme financial hardships. Help us ensure that every child will have the opportunity to have a festive holiday this year. **Use this tool-kit to create a toy drive. With your support, we can make the season bright for so many households in our community!**

When you partner with Open Door, know that you are impacting the lives of so many people – and you are giving the gift of health equity, self-empowerment, and enhanced wellness to your community.

Thank you for your support, generosity and kindness.

Learn more by contacting Jane Levy, Senior Manager of Volunteer Programs, at 914-502-1468, jlevy@odfmc.org, or online at www.opendoormedical.org.



How To Host A Toy Drive

Thank you for hosting an Open Door Toy Drive.

We want to support you in your efforts to engage your friends, family and coworkers to brighten the holidays for underserved families throughout our community. The resources contained in this packet will help you run a successful Toy Drive and meet your goals.

Select Your Dates

Open Door Toy Distribution begins the first week of December. We need the most support from November 1st to December 15th. To maximize the amount of donations received, we recommend your toy drive runs for a duration of one to two weeks.

Wish List for Toys and Gift Cards

New unwrapped toys and gifts valued at \$20 are needed for children ages newborn through 14 years old. While toys are needed for all ages, each year we struggle to fill the requests for children ages 11-14 years. Please use the Wish List for toy suggestions. A complete Wish List is included at the end of this packet. To download the **Open Door Wish List**, please visit: www.opendoormedical.org/join-us/volunteer/holiday-toy-drive.

Most Needed Toys: Infant & Toddler Toys, Legos and Duplos, craft kits, remote control vehicles, toys for girls, learning toys, tech toys and board games.

Most Needed Gift Cards: **Amazon** and **Target**

Please No: Stuffed animals, toy weapons, oversized toys.

Ways to Collect

Virtual Toy Drive: Many schools, organizations and businesses may still be working remotely. You can engage your friends, family and co-workers by easily creating an online drive:

- Join our online drive at **YouGiveGoods/Open Door Toy Drive** an engaging fundraising platform that ships our Wish List toys to us in bulk.
- Sponsor your own online **YouGiveGoods Drive** and customize your drive at no cost.
- Create your own Drive and use our **Amazon Wish List**.

Collection Boxes: When determining the best locations for your collection boxes, think about the most accessible, visible, secure location(s) at your facility. Decorate a large bin or box by wrapping it in gift paper or painting a seasonal winter scene. Be sure to have the boxes in place on the date your drive starts. Print the 'Holiday Toy Drive Toy Drop' sign included in this packet and display it on your boxes. Post **Toy Drive Fliers** (template included) in nearby windows to advertise the drive and drop off locations. Need a large collection box? Email Jane Levy at jlevy@odfmc.org.

Donate Funds: Monetary donations directly support the purchase of toys, batteries and other supplies needed to ensure our Toy Distribution Days are extra special.

- For **online monetary donations**, please visit: **rebrand.ly/DONATE-HTD20**.
- Checks can be made out to: *Open Door Foundation* and mailed to Open Door Foundation 165 Main Street, Ossining NY, 10562.

Advertise

The best way to get extraordinary results for your drive is to advertise. Use the flier templates provided in this kit to spread the word. Be sure to include a contact name, phone number, and email address on all your materials.

Print and Distribute Flyers, Posters and Printed Materials:

Post fliers around your building, school or town. Distribute to groups helping with the drive. Place stacks in areas such as front desks, break or lunch rooms, classrooms or other community locations.

Send Emails: to family, friends, and colleagues included in the [Tools and Resources Section](#).

Use Social Media Links: Share about the toy drive on Facebook, Instagram, Twitter, and Snapchat using hashtags #OpenDoorToyDrive #GiveAGift. Encourage your friends, family members and co-workers to share the posts.

Delivering Donated Items

Drop-offs: When your Toy Drive is over, please contact **Jane Levy, Senior Manager of Volunteer Programs** jlevy@odfmc.org to let us know when you will deliver the toys. **All toys are delivered to our administrative offices located at 2 Church Street, Suite 101, Ossining, NY 10562.**

Pick-ups: We greatly appreciate your efforts to drop off your collected toys and donations. If you are unable to deliver items or have a large quantity to donate, please contact **Jane Levy at jlevy@odfmc.org or call 914-502-1468** for assistance. Volunteers are needed to help pick-up donations.

Volunteer Opportunities

There are many ways to give your time and get involved.

Be a Toy Sorter: Help separate and box toys according to age.

Be a Santa's Helper: Volunteers are needed at our Toy Distribution Days (minimum age 18, Spanish speaking helpful but not necessary).

Help with Pre-registration for Patient Toy Distribution Days: Ability to speak Spanish is required.

For Additional Information

Please contact **Jane Levy, Senior Manager of Volunteer Programs**, by email at jlevy@odfmc.org, or by phone at **914-502-1468**.

5 Tips for Hosting a Successful Toy Drive

We know you want to have a successful toy drive.

Here are five quick tips for hosting a successful drive.

1 Location

When choosing a location, consider a place where many people will have the opportunity to contribute. Think about common areas at local businesses, faith-based organizations, schools, neighborhoods and other group settings.

2 Advertise

Use the fliers provided in this toolkit to help spread the word for your drive. You can promote the drive through newsletters, e-blasts, and by creating and sharing the Toy Drive on Facebook. Encourage others to share on social media and use our hashtags.

3 Contact us

Let us know the details about your drive, so we can give you a shout out on social media or provide assistance.

4 Be creative and have fun

There are so many creative ways to collect items and monetary donations. You can host a kick-off event or create a friendly virtual competition ... just to name a few.

5 Remember you are making a difference

Your support will help touch the lives of children in our community.

Thank you for supporting Open Door.

**Together, we can make this year's holiday
a truly magical experience for all of our Open Door kids.**

Questions?

Please contact **Jane Levy, Senior Manager of Volunteer Programs**, by email at jlevy@odfmc.org, or by phone at **914-502-1468**.

Tools and Resources

Please click on any of the thumbnails to download the template.

Sample Social Media Posts

Help us to ensure EVERY child has a gift this holiday season. Donate new toys to Open Door's Holiday Toy Drive. #OpenDoorToyDrive #GiveAGift

Bring the joy of the holiday season to those less fortunate. Support Open Door's Virtual Toy Drive. To sign up call Jane Levy at 914-502-1468, or visit: <https://bit.ly/2n9PfzR>. #OpenDoorToyDrive #GiveAGift

Help spread holiday cheer to a child in need. Get involved in Open Door's Holiday Toy Drive! <https://bit.ly/2n9PfzR>. #OpenDoorToyDrive #GiveAGift

Hashtags

#OpenDoorToyDrive #GiveAGift



Event Flier
(editable Word document)



Drop Box Sign



Social Media Post Image



Wish List



Toy Drive Logo