

Annual Holiday Toy Drive

To Support Open Door Foundation

Toy Drive Toolkit



OPEN DOOR
FAMILY MEDICAL CENTER
AND FOUNDATION

Welcome to the Open Door Family

Making sure every child has a festive holiday season is an Open Door tradition. There is so much uncertainty in the world today, and your support helps keep this 35-year holiday event a community resource for so many families during the holiday season.

Open Door Family Medical Center celebrates our 50th Anniversary this year. Our mission to build healthier communities through accessible, equitable, culturally competent health care has remained consistent since we were founded as a free clinic in Ossining in 1972. Today, Open Door operates centers in Brewster, Mamaroneck, Mount Kisco, Ossining, Port Chester, and Sleepy Hollow, in addition to nine School-Based Health Centers in the Port Chester, Webutuck, and Ossining School Districts, a mobile dental van in Mount Kisco, and a dental practice in Saugerties, NY.

Open Door's healthcare and wellness programs serve nearly 62,000 individual patients who might not otherwise have access to quality healthcare in Westchester, Putnam, and Ulster Counties. As a pioneer Federally Qualified Health Center, Open Door provides more than 300,000 patient visits annually and offers integrated services and a holistic approach to building healthier communities. Primary medical care, dental care, integrated behavioral healthcare, clinical nutrition, wellness programs, and chronic disease management are the foundation of our clinical programs.

Open Door consistently achieves clinical results that surpass national benchmarks for patient outcomes. Open Door is accredited by the Joint Commission and is recognized by the National Committee on Quality Assurance as a Patient-Centered Medical Home.

With your help, Open Door Family Medical Center will distribute over 3,500 gifts. **To get started, you can create a Toy Drive by using this Tool Kit.** When you partner with Open Door, know that you are impacting the lives of so many people. Your support will make the season bright for so many households in our community.

Thank you for your support, generosity and kindness.

Learn more by contacting Jane Levy, Senior Manager of Volunteer Programs, at 914-502-1468, or email 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 1 to December 15. 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 between \$20-\$25 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 newborn to 3 years and 11 to 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: You can engage your friends, family and co-workers by easily creating a virtual drive:

- Join our online drive at YouGiveGoods/Open Door Toy Drive, an engaging fundraising platform that ships our Wish List toys directly to us in bulk at yougivegoods.com/opendoorholiday2022.
- Sponsor your own online [YouGiveGoods](#) Drive and customize your drive at no cost.

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) 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.

- Create your own Toy Drive and use our Amazon Wish List: rebrand.ly/rs5we60.
- **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 Fliers, 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 using the templates that are included in the [Tools and Resources Section](#) of this Toolkit.

Use Social Media Links:

Share about the toy drive on Facebook, Instagram, Twitter, and Snapchat using the 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** at 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.

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.

Be a Driver: Help is needed to pick up gift donations at various locations in Westchester County.

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**.

Tips for Hosting a Successful Toy Drive

Here are some quick tips to help you have a successful toy drive.

1

Toy Box Location

Choose a locations that people will have easy access to. Kick off the drive by adding your own donations to the Box!

2

Bring It Online

Virtual Toy Drives are a simple and effective method for toy collections. Share our Amazon Wishlist or share our YouGiveGoods online drive [YouGiveGoods.com/opendoorholiday2022](https://www.yougivegoods.com/opendoorholiday2022). Or, create your personalized YouGiveGoods online drive.

3

Promote, Promote, Promote

Spread the Word. Hang fliers. Promote the drive through newsletters, e-blasts, and social media. Encourage others to share on social media and use our hashtags.

4

Be Creative and Have Fun

You can host a kick-off event, holiday party, or a bake sale...just to name a few. There are so many creative ways to collect holiday gifts and monetary donations.

5

Contact Us

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

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.

Need assistance?

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

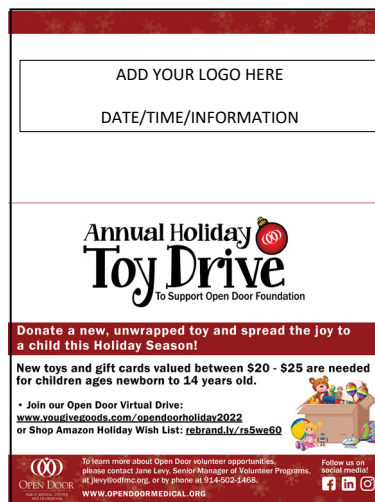
Help us to ensure EVERY child has a gift this holiday season. Donate new toys to Open Door's Holiday Toy Drive. #OpenDoorToyDrive #GiveAGift

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://rebrand.ly/neyc9dg>.

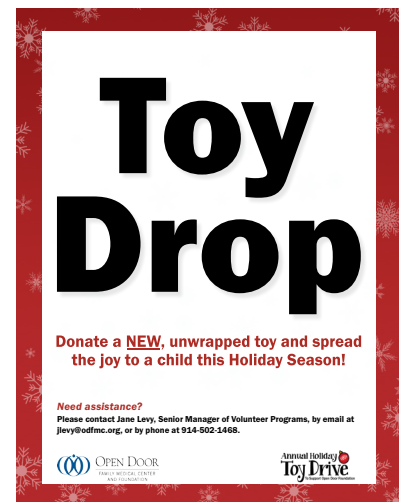
Help spread holiday cheer to a child in need. Get involved in Open Door's Holiday Toy Drive!
<https://rebrand.ly/neyc9dg> #OpenDoorToyDrive #GiveAGift



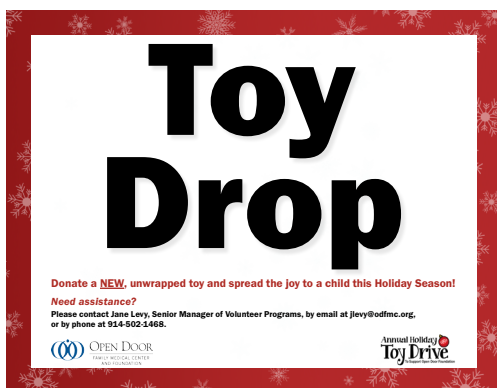
Wish List



Event Flier
(editable Word Doc)



Vertical Drop Box Sign



Horizontal Drop Box Sign



Toy Drive Logo