

Timeline for Shoreline PTSA/PTA Family Services Chairs

Now – November

- Connect with your local grocery store(s) and retail & drug stores to check and see if they would be willing to let groups from your school host teen gift and food drives.
- Start collecting boxes. Banker-size/copier paper boxes work best because it is so much easier and convenient to have uniform-size boxes with handles. They stack nicely and are easier to carry.
- Pay attention to activities at your local school to “piggy back” events in which students can bring food & gift donations for a possible admission fee discount or freebie.

October/November

- Submit articles to your Newsletter editor in October/November for publication in your November newsletter and for your local unit website. (Examples attached)
- Use the following links:
 - Shoreline PTA Council: www.shorelinepta.org
 - Registration: www.eventbrite.com search for: HOLIDAY BASKETS
 - Volunteer @ Signup.com: <http://signup.com/go/cWfxQQe>

November

- Prepare/print the fliers to go home by November 21st in time for Thanksgiving sale shopping. Submit articles for email bulletins/phone messenger blasts.
- Make posters and a display for the school halls/multipurpose room.
- Prepare food boxes for each classroom. Consider asking for support from Student Council or Room Parents to make this a simple task.
- Assemble your committee of volunteers for transport of food boxes on **Dec. 8th**.
- Consider a classroom competition for food donations. A fun prize for the winning classroom brings in lots of donations!
- Make die cut ornaments, stockings, &/or trees with teen gift card and food donation suggestions to give out at school events and store front food drives.

December

- Place food boxes in classrooms by Monday, November 27th
- Establish a gift & food donation central collection area (eg. stage). Many schools place sorted food in a visible place so students can watch their contributions grow.
- Begin collecting food & teen gift cards November 27th through December 8th
- Collect donations and sort food into the food sorting categories daily. Separate expired items, glass jars, homemade, baby food, & pet food. Again, consider help from Student Council. **Keep your assigned school target item separate from all the other donations.**
- Friday, December 8th: Bring your PRE-SORTED FOOD BOXES and teen gift cards to Kellogg Middle School.
 - Prepare your crew of volunteers to sort food for one or two hours at your own school prior to delivering your pre-sorted donations to Kellogg at 3:30 p.m.
 - It is imperative that you **do not arrive at Kellogg before 3:30 p.m.**
The campus (including the buses) must be clear before beginning the food sorting.
 - Once the food has been delivered to Kellogg at 3:30pm, volunteers are welcome to help deliver the food to the appropriate stations in the cafeteria (usually takes about two hours.)
- Saturday, December 9th: Meet your crew of volunteers from your school to assemble food in boxes for individual families at 8:30 a.m. in the Kellogg cafeteria. Students are welcome to volunteer in the morning!
 - We would appreciate each school providing us with a minimum of four (4) adult volunteers for boxing on Sat, Dec 9th.
 - The boxing process takes about 2 hours: 8:30 – 10:30 a.m.

You are not required to recruit volunteers to distribute boxes to families. However, opportunities to volunteer for set up, distribution to families, gift room “shopper” guides, hallway monitors, and cleanup are available at signup.com or contact Heather or Neha at shorelineptahbf@gmail.com. Shifts after 10:30am are for adults only as the distribution to families is done in strict confidence.

Thank You from 2017 Shoreline PTA Council!

Holiday Baskets Food Co-Chairs
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