




**BIRTHDAY CELEBRATION KIT**  
**FOOD DRIVE AND PACKING PARTY**  
**GUIDELINES, CHECKLIST, AND PRINTABLES**

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 908-485-4462

 [events@cfbnj.org](mailto:events@cfbnj.org)

# BIRTHDAY CELEBRATION KIT



More than 530,000 people in CFBNJ's service area are food insecure, including over 130,000 children. Some of our neighbors in need work multiple jobs but still struggle to make ends meet. They often make tough choices – deciding between food and other necessities, and a birthday celebration with loved ones is often skipped in order to cope with the reality.

## ITEMS NEEDED FOR EACH BIRTHDAY CELEBRATION KIT\*

1.



1 BOX OF CAKE MIX  
15.25 OZ.

2.



1 FROSTING  
12 OZ.

3.



1 SPRINKLES  
3.25 OZ.

4.



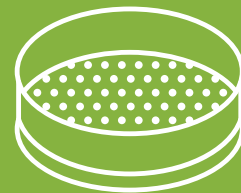
CANDLES

5.



1 GENDER NEUTRAL TOY  
UNDER \$5

6.



2 FOIL CAKE PANS

## GUIDELINES AND CHECK LIST

- 1. Set Your Event Date(s) and Location(s)
- 2. Register Your Event and/or Set Up an Adjacent Virtual Fundraiser at [cfbnj.org/fundraise](https://cfbnj.org/fundraise)
- 3. Spread the Word and Promote Your Event
- 4. Purchase or Start Collecting Items Needed and Funds
- 5. Contact [events@cfbnj.org](mailto:events@cfbnj.org) for Donation Drop-off Information

*\*Important Note: All items must be new and in original packaging and must contain nutrition facts.*

**For more information, contact [events@cfbnj.org](mailto:events@cfbnj.org).**

# BIRTHDAY CELEBRATION KIT

## EVENT SETUP INSTRUCTIONS AND RECOMMENDATIONS



**LENGTH OF PACKING EVENT:** ONE HOUR

**NUMBER OF PARTICIPANTS:** 15 PER ASSEMBLY LINE

**GOAL:** 15 KITS PER VOLUNTEER

### PRE-EVENT PREPARATION

- Purchase\* or collect all items needed for the **Birthday Celebration Kit**, including the special kit carrier (two gallon Ziploc bag, grocery bag, or a type of carrier which can be sealed or tied), and boxes to store packed **Birthday Celebration Kits** for donation
- Event location with counter space for assembly line(s)

### PARTICIPANT ASSIGNMENTS

- Identify three participants as event working staff per assembly line to
  - Assist with event setup
  - Replenish items at the assembly line as needed
  - Box all the packed **Birthday Celebration Kits** at the end of the line for donation after the packing activity
- Divide the rest of the participants equally into teams for **Birthday Celebration Kit** packing at each assembly line

### INSTRUCTIONS FOR SETUP

- If you have multiple assembly lines, divide all purchased/collected items equally
- Each assembly line should have the items placed in the suggested order below (start from heavier and bigger items then to lighter and smaller items)
  1. Foil Cake Pans
  2. Boxes of Cake Mix
  3. Frostings
  4. Gender Neutral Toys
  5. Sprinkles
  6. Candles
- Create a couple of completed kits for display at the beginning of the assembly line next to the "CREATE **BIRTHDAY CELEBRATION KIT** HERE" signage.

*\*Important Note: The event organizer shall be responsible for item purchase.*

**For more information, contact [events@cfbnj.org](mailto:events@cfbnj.org).**

# CREATE BIRTHDAY CELEBRATION KIT HERE

- 1. Take one bag**
- 2. Add the following items to the bag in order:**
  - Two [2] Foil Cake Pans
  - One [1] Box of Cake Mix
  - One [1] Frosting
  - One [1] Gender Neutral Toy
  - One [1] Sprinkles
  - One [1] Box of Candles
- 3. Seal and return the completed kit to the event working staff at the end of the assembly line**
- 4. Head back to the beginning of the line and continue packing!**






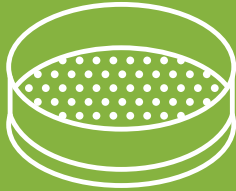
*Please proceed swiftly through the line so all guests have the opportunity to experience volunteering. Thank you for your cooperation and support!*



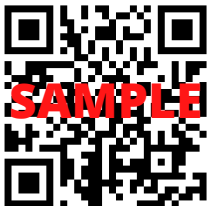
# NEEDED ITEMS

## Birthday Celebration Kit Food Drive

EVENT DATES: \_\_\_\_\_

 <p>1 BOX OF CAKE MIX 15.25 OZ.</p>	 <p>1 FROSTING 12 OZ.</p>	 <p>1 SPRINKLES 3.25 OZ.</p>
 <p>CANDLES</p>	 <p>1 GENDER NEUTRAL TOY UNDER \$5</p>	 <p>2 FOIL CAKE PANS</p>

*\*Important Note: All items must be new and in original packaging and must contain nutrition facts.*



**MONETARY DONATIONS ALSO ACCEPTED.**

**SAMPLE SCAN TO DONATE.**  
**\$1 = 3 MEALS.**



# Birthday Celebration Kit Food Drive

**DROP OFF  
HERE**

Thank you for providing food, help, and hope  
to our neighbors in need!





### **NEIGHBORS HELPING NEIGHBORS**

The power of coming together. **Neighbors Helping Neighbors** is CFBNJ's community-based effort to help spread awareness about food insecurity and raise funds to provide food, help and hope for our neighbors in need. Bring your family, friends, neighbors, and coworkers together for the cause. Join us.

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### **ABOUT THE COMMUNITY FOODBANK OF NEW JERSEY**

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America® and the state's largest anti-hunger organization, has been delivering food, help, and hope across the Garden State for nearly 50 years. Last year, CFBNJ provided nutritious food for over 90 million meals through its network of more than 800 community partners, including food pantries, soup kitchens, shelters, child and senior nutrition programs, and more, serving 11 New Jersey counties directly and four in partnership with affiliate food banks. It also addresses the root causes of food insecurity with supportive services like nutrition education, job training, SNAP outreach, and hygiene product distribution. By delivering neighbor-centered solutions and collaborating with all sectors of society, CFBNJ believes that food insecurity is a solvable problem.