



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

CONTENTS

- **GUIDELINES AND CHECK LIST**
- **PRINTABLES**
- **NEIGHBORS HELPING NEIGHBORS AND ABOUT THE COMMUNITY FOODBANK OF NEW JERSEY**

 908-882-0668

 events@cfbnj.org

BIRTHDAY CELEBRATION KIT

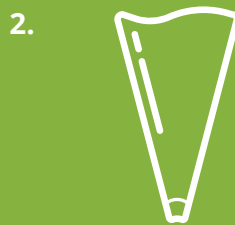


More than 675,000 people in CFBNJ's service area are food insecure, including over 185,000 children. Some of our neighbors in need work multiple jobs but still struggle to make ends meet. They often make tough choices – deciding between food and other necessities, and a birthday celebration with loved ones is often skipped in order to cope with the reality.

ITEMS NEEDED FOR EACH BIRTHDAY CELEBRATION KIT*



1 BOX OF CAKE MIX
15.25 OZ.



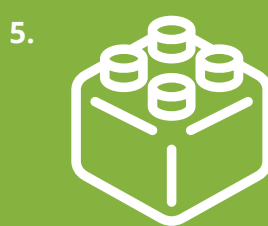
1 FROSTING
12 OZ.



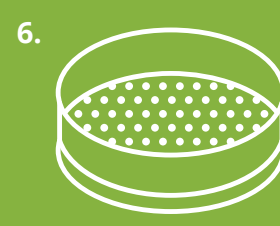
1 SPRINKLES
3.25 OZ.



CANDLES



1 GENDER NEUTRAL TOY
UNDER \$5



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
- 3. Spread the Word and Promote Your Event
- 4. Purchase or Start Collecting Items Needed and Funds
- 5. Contact 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.

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.

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!**






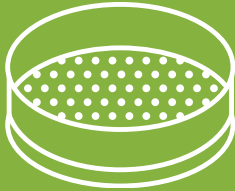
Please proceed swiftly through the line so all guests have the opportunity to experience volunteering. Thank you for your cooperation and support!



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.

ABOUT THE COMMUNITY FOODBANK OF NEW JERSEY

The **Community FoodBank of New Jersey (CFBNJ)** is the largest anti-hunger, anti-poverty organization in the state, where nearly one million neighbors, including 1 in 8 children, struggle with the emptiness caused by hunger. We are the lead source of nourishing food for 800 pantries serving everyone from infants to college students to families and seniors. Our comprehensive approach addresses the root causes of hunger through food benefits and social services, job training and certification, local farm partnerships, and food policies that nurture all New Jerseyans. By providing food, help, and hope, we are building a food secure future for New Jersey. CFBNJ is a proud member of Feeding America®.