

CLUB TOOLKIT

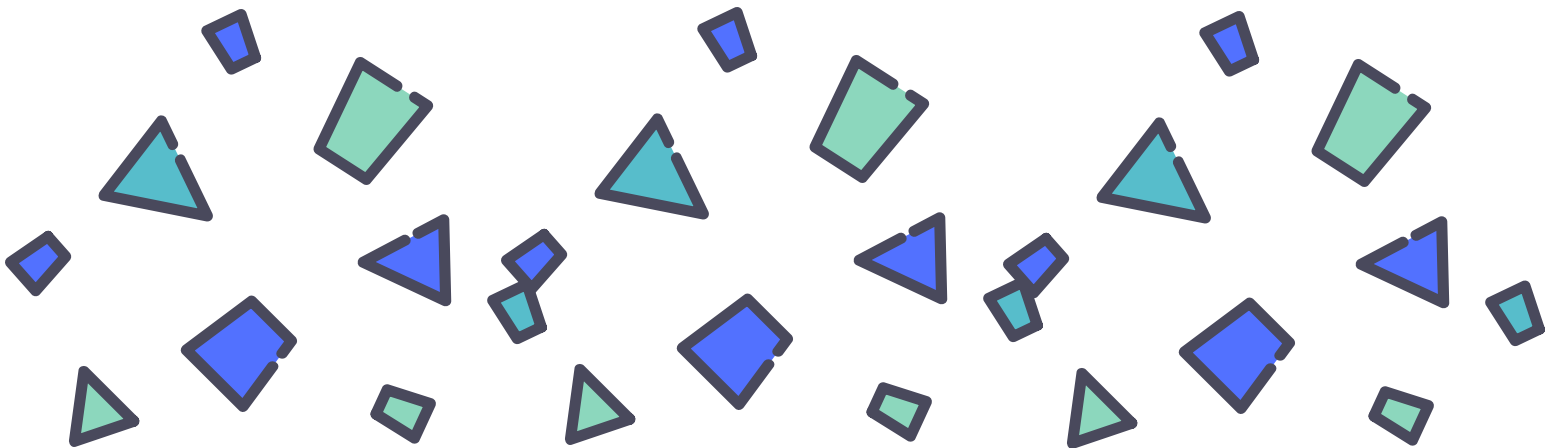
WELCOME

We are so excited to have you join our team!

For your convenience, we have created a toolkit to help you navigate your school club!

If you have any questions, feel free to email josefine@teamcelebrate.org

**Thank you,
Team Celebrate National Teen Board**



1. Start an Instagram account for your club. Please create a username like this: St. Francis High School = @SFHSTeamCelebrate. Make the account public, follow @TeamCelebrate and tag us in every post!

2. Find a foster care organization near you and email them:

- **Click here**
- **If you don't live near these organizations, feel free to Google one near you**

3. Complete and email both completed forms below to josefine@teamcelebrate.org. Wait for a confirmation email.

4. Set up a card making station.

5. Host 2 Fundraisers to raise \$200

6. Complete and email a donation form to josefine@teamcelebrate.org and once we approve it, we will mail birthday boxes to your school.

7. Shop for party supplies using your donations.

8. Hold a packing party to pack and decorate your birthday boxes.

9. Deliver the birthday boxes

10. Email us at least one picture of your group completing every step and write 5 sentences about your project.

Optional Ideas:

- **Speak at a school rally or assembly to spread the word about the club and the organization**
- **Host a parent information night to explain to parents how they can help (creating boxes on their own)**



CLUB FORM

School Name:

School Address:

Student Leader Name

Adult Mentor Name and Title:

Number of Students in Club: _____



FOSTER CARE AGREEMENT FORM

Dear Foster Care Partner,

Team Celebrate is a nonprofit that provides personalized birthday celebrations to children in foster care to provide them joy, a special memory, and an opportunity to build their self esteem.

Our school club would like to make birthday boxes for the foster kids your organization serves.

Student Leader Name: _____

Signature: _____

We will make 10 birthday boxes and deliver them by _____

Please sign here to confirm your organization will accept the birthday boxes and give them to foster children on their birthdays.

Organization Name _____

Signature _____ Date _____

Sample Email

Please copy, paste and customize this email and then send it to your foster care organization with the Foster Care Agreement Form attached to the email.

Dear XXX,

My name is XXX and I am in X grade. I go to X school and my school club is making birthday boxes for foster children through Team Celebrate.

Team Celebrate is a nonprofit that empowers youth philanthropists to change the world, one foster kid's birthday at a time. Team Celebrate provides my club with the tools to make birthday boxes filled with plates, napkins, forks, decorations, handmade cards and cake mix and frosting. Team Celebrate will empower my school club to give foster children the supplies to throw a complete birthday party!

We are going to make 10 boxes and we would love to drop them off at your office to celebrate the foster kids you serve.

Will you agree to accept the birthday boxes for your kids? If so, please fill out the form below. Please let us know as soon as possible! Once we hear back from you, we can begin fundraising at our school to raise awareness about foster kids and encourage them to support your kids by donating to help create birthday boxes.

Thanks for celebrating!

XXX

Your Contact Information

Card Making Station

GET PERMISSION FROM YOUR LIBRARIAN, A TEACHER, OR YOUR FRONT OFFICE TO SET UP A CARD MAKING STATION.

YOU CAN SET UP A PILE OF CONSTRUCTION PAPER AND MARKERS AND A DESCRIPTION OF TEAM CELEBRATE.

ENCOURAGE YOUR CLASSMATES TO MAKE BIRTHDAY CARDS DURING FREE BLOCKS, WHEN THEY FINISH THEIR WORK EARLY OR WHEN THEY ARE WAITING IN THE OFFICE.

COLLECT THE CARDS EVERY WEEK AND SAVE THEM TO PUT IN YOUR BIRTHDAY BOXES



Please put on a minimum of two fundraisers. You need to raise \$200 to make 10 birthday boxes. These are just ideas. Feel free to think of your own!

1. Bake Sale
2. Pizza Sale (this is usually the most successful! Get full pizzas from Costco and then sell pizza by the slice for \$1-2!)
3. Cake smash activity - allow people to pay to smash a cake in friend's face during lunch
4. Allow students to pay to pop balloons with prizes in them during lunch
5. Car Wash

DONATION FORM

Amount of Money Raised: _____

Please provide a brief summary of how you raised your money:

I verify that my school club has raised \$_____ and I will make sure that all money raised will go directly towards buying birthday supplies and birthday supplies only.

Student Leader Signature: _____

Adult Advisor Signature: _____

SUPPLY LIST

- Plates*
- Napkins
- Forks
- Decoration (streamers, balloons, sign, etc.)
- Boxed Cake
- Frosting
- Candles
- 3 Handmade Cards

*Please include party supplies for a minimum of 8 party guests



Easy Rules

- Please make 5 girl boxes and 5 boy boxes or all gender neutral
- Everything must be new and kept in original packaging. Do not open any packaging.
- Must buy enough supplies for 8 party guests
- Feel free to include more than what is listed above...the list is just the minimum.
- All supplies must go together (ex: please don't include superhero plates with princess napkins).
- Please don't mention anything about being in foster care, family or religion in the cards, instead include a positive birthday message and sign your first name

Example:

Happy birthday friend! I hope you have
an amazing day! You are beautiful,
strong, and brave! Always remember
that you are special!
Love your friend, Maddie

