



**People Serving  
People**

## **Bingo Prize Baskets Volunteer Guide**

**Thank you for your interest in supporting People Serving People** and joining us in our vision of ensuring every family has what they need. This guide will provide you with a list of materials and instructions to make your off-site volunteer activity a success. Questions? Please contact us at [volunteering@peopleservingpeople.org](mailto:volunteering@peopleservingpeople.org).

### **Project Overview**

Your generous baskets will be given to children or parents who participate in our monthly Bingo Night through our Family Engagement program. This activity is a wildly popular event at our downtown shelter, where families come together. We need your help creating beautiful prizes for shelter guests in our space who will be ecstatic to receive your baskets. Your volunteer group can help make parenting during their time at our shelter a little easier, and more joyful, for families through this service project.

### **You Will Need**

- [Cellophane Bags with Bows](#)
- [Woven Baskets](#)
- [Plastic Storage Bins](#)
- [Shredded Paper Filling](#)

On page 2, you will find a breakdown of different basket themes we welcome your volunteer group to choose from. If you are looking to reduce the cost of each basket, consider focusing on 1 or 2 themes and purchasing these items in bulk. Please note that all contents in these baskets should be new and unused.



Themes	Contents (3 - 4 items per basket)	Other Ideas	Notes
<b>Infant Prize Basket</b>	<ul style="list-style-type: none"> <li>• <a href="#">Teether Rings</a></li> <li>• <a href="#">Pacifiers</a></li> <li>• <a href="#">Swaddle Blanket</a></li> </ul>	Mini white noise machines, bibs, lids for open baby food jars, stuff for diaper bags like wipes or stain sticks, soft infant books, teething bracelets that mom can wear.	We provide diapers and bottles to our guests, so please do not include these items.
<b>Toddler Prize Basket</b>	<ul style="list-style-type: none"> <li>• <a href="#">Bath Toys</a></li> <li>• <a href="#">Toddler Sippy Cups</a></li> <li>• <a href="#">Cozy Blanket</a></li> <li>• <a href="#">Wooden Puzzles</a></li> </ul>	Coloring books, toddler-friendly markers or crayons, bath crayons, flash cards, stuffed animals, foam blocks, musical toys.	n/a
<b>Relaxation Basket</b>	<ul style="list-style-type: none"> <li>• <a href="#">Foot Masks</a></li> <li>• <a href="#">Sleep Mask</a></li> <li>• <a href="#">Wool Socks</a></li> <li>• <a href="#">Shower Aromatherapy Bombs</a></li> </ul>	Shower caps or hair caps, manicure or pedicure items, puffy eye masks, jade rollers, facial masks, lotion, fancy soap, or heat pads.	<p>Our guest rooms do not have bathtubs, so please don't include bath bombs, bath oils or other bath-specific items. Candles are also not allowed in the rooms.</p> <p>We welcome you to make up items for gendered baskets.</p>
<b>Art Therapy Basket</b>	<ul style="list-style-type: none"> <li>• <a href="#">Art Markers</a></li> <li>• <a href="#">Adult Coloring Book</a></li> <li>• <a href="#">Colored Pencils</a></li> <li>• <a href="#">Sketch Book</a></li> </ul>	Fidget items, professional pens, day planners or journals, art instruction books, pads of origami paper or other specialty papers, scotch tape, washi tape, glue sticks, etc.	We do not allow full size scissors in our shelter rooms.
<b>Tech Basket</b>	<ul style="list-style-type: none"> <li>• <a href="#">Phone Charging Stand</a></li> <li>• <a href="#">Multi-type charging cable</a></li> <li>• <a href="#">Wireless Earbuds</a></li> </ul>	Memory sticks, travel power banks, mini Bluetooth speakers, wipes for screens, microfiber cloths, non-charging cell phone stands, cell phone accessories, mini keyboards, etc.	n/a

## Step #1: Volunteer Activity Setup

Before getting started, and to ensure a smooth flow of your activity, we recommend your team dedicates time beforehand.

We recommend creating table tents for your assembly line(s) to specify how many of each item goes within a gift basket. This ensures every basket will have the same quantity of items. Place baskets or storage bins at the beginning of the line for volunteers to fill.

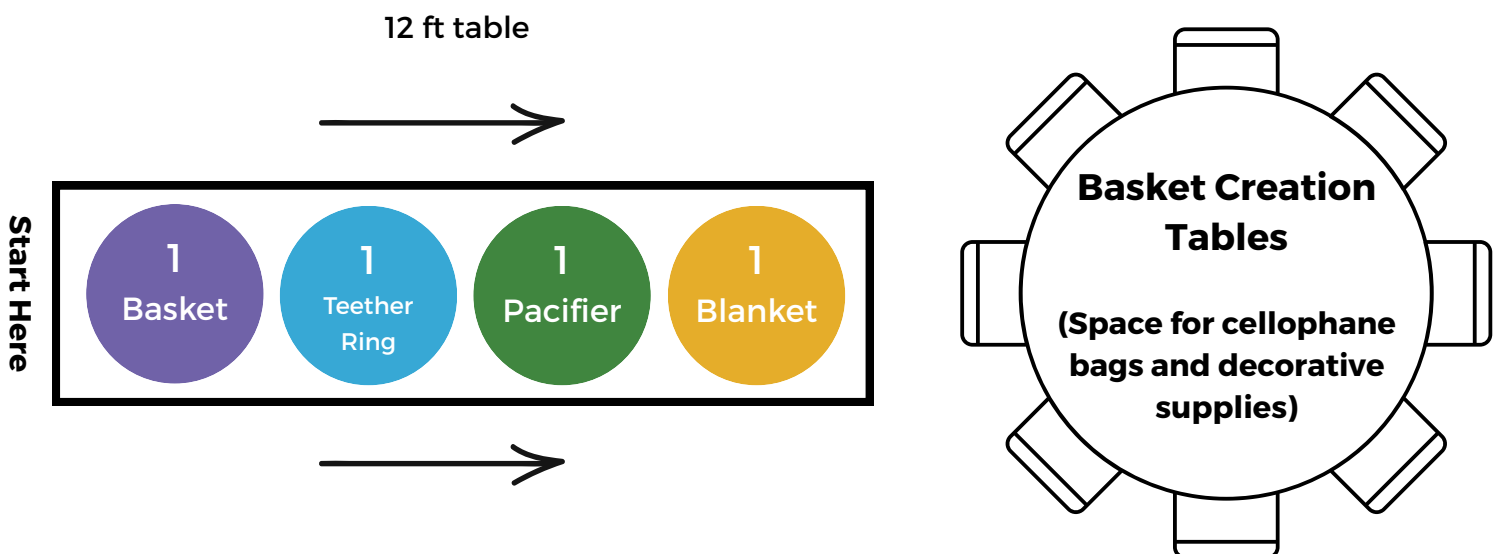
We also recommend having a separate table(s) for decorative supplies including cellophane bags, bows, paper filling, decorative tissue paper. This is where volunteers will nicely arrange their basket, fill their baskets with additional decorative supplies, and tie them together using the cellophane bags and bows.

## Step #2: Starting the Event

Before your team of volunteers starts the activity, have a leader in your group share more about how the gift baskets are utilized in People Serving People's programming.

Take some time to provide your volunteer group with instructions on how the activity is designed to flow. Be sure to emphasize that each basket is meant to be displayed on a prize table and we want them to be both visually appealing and to allow our guests to see everything that is in them. You may want to assemble 1 basket in advance to give your team an idea of what the end product should look like.

**\*Below is a demo layout for a group who is working on Infant Prize Baskets. Please note that this is a recommendation for what we think will work best. However, we welcome you to set up and facilitate the activity in whatever way best suits your volunteer group.**



## Step #3: Post Event

If you purchased an odd quantity of items for your volunteer project, People Serving People will gladly accept outlier items not placed within a basket.

Once you're ready to schedule a delivery with our staff, please complete our [In-kind Donation Form](#) to let us know your preferred drop-off dates/times. This also enables us to manage our inventory and to provide our donors with a tax donation receipt if requested.

Our team will follow up to confirm a delivery to **614 S 3rd St, Minneapolis, MN 55415** and will provide more information on what to expect upon arrival.

People Serving People would love to view and share pictures from your event. Please feel free to send photos to us!



**Thank you for helping us fulfill our vision of ensuring every family has what they need.**

Please reach out to [volunteering@peopleservingpeople.org](mailto:volunteering@peopleservingpeople.org) with any questions or concerns.