



**People Serving
People**

Birthday Gifts Volunteer Guide

Thank you for your interest in supporting People Serving People and joining us in our mission to ensure 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.

Project Overview

PSP celebrates our youngest guests up to age 17 who are celebrating their birthdays each month. All guests residing at our downtown shelter are welcome to join the festivities. We also provide each child with a brand-new birthday gift. Your service project will support our Family Engagement Program by providing brand-new gifts to children.

Below are toys popularly requested by kids at our shelter. Before you begin purchasing toys and supplies for this project, please contact volunteering@peopleservingpeople.org to determine which age range we currently have the largest need for.

Age Range	Most Requested Toys	
0 Through 2	<ul style="list-style-type: none"> • Developmental Toys • Baby Books • Light-up Toys 	<ul style="list-style-type: none"> • Bluey • Blocks
3 through 5	<ul style="list-style-type: none"> • Multicultural Baby dolls • Cars and Trucks • Spiderman 	<ul style="list-style-type: none"> • Duplos • Ms. Rachel • Dinosaur Toys
6 through 10	<ul style="list-style-type: none"> • Multicultural Barbies • LEGO Sets • Plushies • Super Mario 	<ul style="list-style-type: none"> • Sonic the Hedgehog • Marvel • Hello Kitty • Lip Gloss and Make-up
11 through 13	<ul style="list-style-type: none"> • Anime Toys/Pokemon • Dragons & Magic Themed Toys 	<ul style="list-style-type: none"> • Craft Kits (Jewelry, STEM) • Bluetooth Speakers
13+	<ul style="list-style-type: none"> • Gift Cards (Walmart, Target, Roblox) • Wireless Headphones 	<ul style="list-style-type: none"> • Cosmetic Kits • Art Supply Kits

You will need to gather the following supplies for this service project:

- Wrapping paper
- Mailer boxes (for any purchased Gift Cards)
- Scissors
- Scotch tape
- Ribbon or bows
- Blank tags (for labeling “Age Range” and gift contents)

Decorated Birthday Cards

There are two ways your group can partake in this project:

1. If you are looking for ways to prolong your volunteer event for an extended timeframe, we recommend creating custom birthday cards. This will offer a sit-down component to the activity while adding additional value to your Birthday Gifts.
2. If you or your group are not interested in decorating, you can purchase premade cards for your gifts. In this scenario, your team will primarily wrap procured toys as the focus of your service project.



We recommend these additional supplies for creating personalized birthday cards:

- Blank White Cards (Folded Cardstock)
- Markers or Pens
- Stencils
- Stickers
- Washi Tape

Step #1: Volunteer Activity Setup

To ensure a smooth flow of your group activity, we recommend your team dedicates time beforehand to set-up the event before getting started. In the next page, you will find a recommended layout that we find works best for volunteer groups. In the pictured layout, volunteers can begin by seating either themselves at the tables designated for decorating birthday cards or station themselves at the wrapping area. Volunteers can either start with creating a card before heading to a wrapping station, or, can stay at a specific station that piques their interest.

Step #2: Starting Event

Before your team of volunteers starts on the activity, we recommend a leader in your group shares more about how the Birthday Gifts 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.

If your group is decorating cards, please ensure they draw age-appropriate designs. In consideration of the diverse lived experiences of the families residing in our shelter, we ask that volunteers please avoid religious messages and imagery.

To ensure PSP staff can plan and distribute gifts accordingly, we ask that volunteers label each gift with a tag that specifies the "Age Range" and content of the gift after wrapping. These tags will be removed once we distribute them to children during the Birthday Celebration.

12 ft. tables

Gift Wrapping Stations

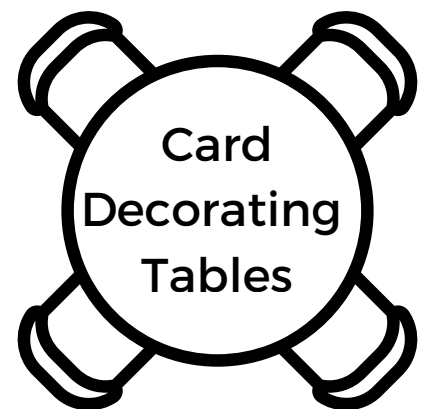
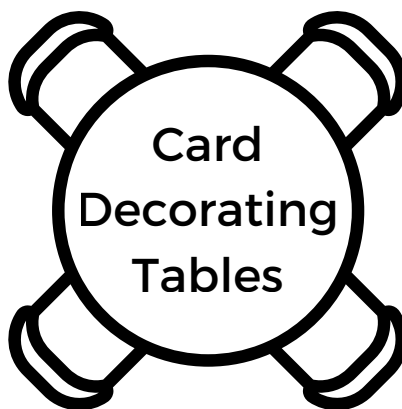
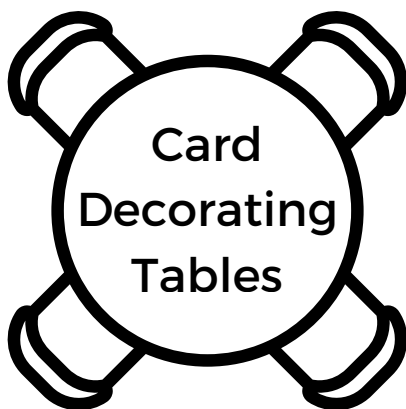
(Wrapping paper, bows, scotch tape & tags)

Gift Wrapping Stations

(Wrapping paper, bows, scotch tape & tags)



Space for completed gifts & cards



Note: The layout provided above are recommendations on 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

People Serving People would love to view and share pictures from your event. Please feel free to send photos to us as you coordinate your delivery.

To schedule a delivery with our staff, we ask that all donors complete our [In-kind Donation Form](#) to let us know of preferred dates/times. This also enables us to manage our inventory and to provide our donors with a tax donation receipt if requested.

Our staff will follow up to confirm a delivery to our shelter locations:

- Downtown Shelter - 614 South 3rd Street, Minneapolis, MN 55415
- St. Anne's Place - 2634 Russell Avenue North, Minneapolis, MN 55411



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

Please reach out to volunteering@peopleservingpeople.org with any questions or concerns.