**Collection Tips for Green Teams / Towns**

**Gently Used Plastic Toys**

As you prepare for a collection with Second Chance Toys, here are some tips to help you plan ahead and get started.

* Decide how long you would like to hold the collection.
* Be sure to [post your collection](http://secondchancetoys.dev/node/add/event) on our website to publicize your dates and times.
  + Postings begin on our website Nov 1 for the holiday collections and March 1 for Earth Month collections.
* Plan on how you will promote the collection.
  + Announce the collection in your local newspaper, newsletter, at a town meeting, on social media and through email blasts to local schools and daycare centers.
  + Use the press release, press alert to send to your local newspaper in our [resources section](http://www.secondchancetoys.org/collector-resources).
  + Hang our [Holiday Flyer](http://www.secondchancetoys.org/sites/default/files/resources/SCT-InteractiveHolidayFlyer.pdf) or [Earth Month Flyer](http://www.secondchancetoys.org/sites/default/files/resources/SCT-InteractiveFlyer-Final.pdf)on announcement boards, around town, at municipal buildings.
  + The more you promote, the more toys you are bound to receive.
* Designate a visible area to collect toys where possible.
  + In a school parking lot, in front of the municipal building, in a park.
* Consider collaborating with another event or activity such as a paper shredding to bring out more people.
* Offer local schools and residents these downloadable SCT resources as part of your promotion:
  + [Coloring Sheet](http://www.secondchancetoys.org/sites/default/files/resources/earth_week_coloring_sheet.pdf)and/or our [Holiday Activity Booklet](http://www.secondchancetoys.org/sites/default/files/resources/holiday_activity_booklet_full.pdf) or our [Earth Month Activity Booklet](http://www.secondchancetoys.org/sites/default/files/resources/earth_week_activity_booklet_full.pdf) to emphasize the importance of keeping plastics out of landfills and helping children in need.
* Recruit parent and children volunteers to inspect the toys and if necessary, help clean them. Donated toys must be:

• Plastic

• Clean (wipe down if necessary)

• No missing parts (should be attached to toy)

• Batteries functioning

• Absolutely no plush toys

* Have baggies, plastic bags and masking tape on hand to attach loose pieces to the toy.
* Once inspected, bag the toys in large plastic garbage bags.
* SCT will connect you directly with a local organization that serves children in need that would like your toys.
* SCT will arrange for the toys to be picked up at the end of your collection.
* **To activate your collection, please be sure to sign up as a**[**collector**](http://www.secondchancetoys.org/collector/register)**on our website. As soon as we receive this, we will begin to work on matching you with an organization.**
* **Collection signups begin just before our twice-yearly collections:**
  + **Opens November 1 for our Holiday collection (November/December).**
  + **Opens March 1 for our Earth Month (April) collection.**