**Collection Tips for Individuals**

**Gently Used Plastic Toys**

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

* Decide how long you would like to hold the collection.
* Decide if your collection is open to the public or private only.
  + Can the community drop off toys as well?
  + If so, [post your collection](http://secondchancetoys.dev/node/add/event) on our website so others can find it to drop off their toys. Posting begins on our website Nov 1 for holiday and Mar 1 for Earth Month.
* Plan on how you will promote the collection.
  + Announce the collection in a local newspaper, local businesses, school, religious group, on social media
  + 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 an announcement board, around town or e-blast.
  + The more you promote, the more toys you are bound to receive.
* Designate a visible area to collect toys.
  + Download our flyer and paste it on a box, or hang it from a table where people can clearly see it and drop off their toys.
  + You can bag up the toys each day but leave a few out as a reminder.
* SCT resources are available as part of your collection and can be offered to those who drop off toys:
  + [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.
* Ask for 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 could use your toys.
* **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.**