**Collection Tips for Businesses, Companies, Stores**

**Gently Used Plastic Toys**

As you prepare for a collection with Second Chance Toys, here are some tips for getting started.

* Decide how on a start and end date for the collection and establish a pickup date.
* Decide if your collection is a public or private collection (internal only).
	+ If you want to involve the local community, [post your collection](http://secondchancetoys.dev/node/add/event) on our website so others can find it to drop off their toys. 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 a newsletter, at a group meeting, through email blasts, on social media, in your elevators, through your intranet system, town newspaper.
	+ 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) around the office, on an announcement board, in your elevators, send as an e-blast, or hang around town.
	+ The more you promote, the more toys you are bound to receive.
* Designate a visible area to collect toys within your store, office or building.
	+ Download the above flyer and paste it on a box, or hang it from a table where people can clearly see it and drop off their toys. (cafeteria, entrance, front lobby)
	+ If necessary, bag up the toys daily, but leave a few out as a reminder.
* These SCT resources can be offered as a download to parents for their children:
	+ [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 helping children in need and keeping plastics out of landfills respectively.
* Find volunteer associates that will help inspect the toys and wipe them down if needed. **This is a fun team bonding effort that does not take long**.
* Donated toys must be:

• Plastic • Clean (wipe down if necessary)

• Batteries functioning • Absolutely no plush toys

• Loose pieces should be attached to toy in a baggie

* Have baggies, plastic bags and masking tape on hand to attach loose pieces to the toy.
* Optional: Download our [hangtags](http://www.secondchancetoys.org/sites/default/files/resources/SCT-Hang-Tag-Collectors-Color.pdf) and write cheerful messages on the back before attaching.
* Once inspected and clean, bag the toys in large plastic garbage bags.
* SCT will connect you directly with a local organization that serves children in need and that wants 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.**