

# Annual Holiday Toy Drive

To Support Open Door Foundation

## Toy Drive Toolkit



OPEN DOOR  
FAMILY MEDICAL CENTER  
AND FOUNDATION



# Welcome to the Open Door Family

Making sure every child has a festive holiday season is an Open Door tradition. There is so much uncertainty in the world today, and your support helps keep this 36-year holiday event a community resource for so many families during the holiday season.

**Open Door Family Medical Center** celebrates our 50th Anniversary this year. Our mission to build healthier communities through accessible, equitable, culturally competent health care has remained consistent since we were founded as a free clinic in Ossining in 1972. Today, Open Door operates centers in Brewster, Mamaroneck, Mount Kisco, Ossining, Port Chester, and Sleepy Hollow, in addition to nine School-Based Health Centers in the Port Chester, Webutuck, and Ossining School Districts, a dental van, and a dental practice in Saugerties, NY.

Open Door's health care and wellness programs serve over 60,000 individual patients who might not otherwise have access to quality health care in Westchester, Putnam, Dutchess and Ulster Counties. As a pioneer Federally Qualified Health Center, Open Door provides more than 300,000 patient visits annually and offers integrated services and a holistic approach to building healthier communities. Primary medical care, dental care, integrated behavioral health care, clinical nutrition, wellness programs, and chronic disease management are the foundation of our clinical programs.

Open Door consistently achieves clinical results that surpass national benchmarks for patient outcomes. Open Door is accredited by the Joint Commission and is recognized by the National Committee on Quality Assurance as a Patient-Centered Medical Home.

With your help, Open Door Family Medical Center will distribute over 3,500 gifts. **To get started, you can create a Toy Drive by using this Tool Kit.** When you partner with Open Door, know that you are impacting the lives of so many people. Your support will make the season bright for so many households in our community.

**Thank you for your support, generosity and kindness.**

**Learn more by contacting Jane Levy, Senior Manager of Volunteer Programs, at 914-502-1468, or email [jlevy@odfmc.org](mailto:jlevy@odfmc.org), or online at [www.opendoormedical.org](http://www.opendoormedical.org).**



# Tips for Hosting a Successful Toy Drive

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## Select Your Dates

- \* **Start your drive early.** The greatest support is needed from November 15th through December 15th. Holiday toy shopping begins in November.
  - \* **Maximize your Toy Drive donations by limiting your drive to one or two weeks.**
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## Ways to Collect

- **Virtual Toy Drive** - Bring your drive online.
    - \* **Use our Amazon Wish List:** <https://rebrand.ly/rs5we60>.
    - \* **Create a YouGiveGoods** at <https://rebrand.ly/yougivegoods>, an engaging fundraising platform that ships our Wish List toys directly to us in bulk. For additional information, contact Jane Levy at [jlevy@odfmc.org](mailto:jlevy@odfmc.org).
    - \* **Start a Crowdfunding Page** - Use our no-fee platform to engage your social network for funds to buy holiday toys. Contact Jane Levy for additional information: [jlevy@odfmc.org](mailto:jlevy@odfmc.org).
  - **Collection Boxes:**
    - \* Decorate a large box with festive wrapping paper to create a donation box.
    - \* Use our downloadable Toy Drop Box signage.
    - \* Place your Drop Box in a location that people will have easy access to.
    - \* Kick off the drive by adding your own donations to the Box!
    - \* Need a large collection box? Email Jane Levy at [jlevy@odfmc.org](mailto:jlevy@odfmc.org).
  - **Donate Funds:** Monetary donations directly support the purchase of toys, batteries and other supplies needed to ensure our Toy Distribution Days are extra special.
    - \* **Donate Online** - Donate using our secure **Online Donation Form**.
    - \* **Donate by Phone** - Contact the Open Door Foundation at **914-502-1410**, Monday through Friday, 9 AM to 5 PM.
    - \* **Donate by Mail** - Checks can be made payable to Open Door Foundation and mailed to: Open Door Foundation 165 Main Street, Ossining, NY 10562 (Attn. Elisabeth Gilbert).
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## Holiday Toy & Gift Card Wish List

New, unwrapped toys and gifts valued between \$20-\$25 are needed for children ages newborn through 14 years old.

- \* **Download our Wish List:** <https://rebrand.ly/rs5we60>.
- \* **Ages most in need of toys:** Infants, Toddlers, and especially toys for Pre-Teen and Teen Girls (11 to 14 years old).
- \* **Most Needed Toys:** craft kits, Legos, remote control vehicles, teen room décor, learning toys, tech toys and board games.
- \* **Gift Cards:** **Amazon** and **Target**
- \* **Please No:** Stuffed animals, toy weapons, oversized toys.

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## Promote, Promote, Promote

Spread the word and engage your family, friends, and co-workers. Promote your drive through newsletters, e-blasts, and social media.

- \* **Use our hashtags** #OpenDoorToyDrive #GiveAGift on Facebook, Instagram, Twitter (now X), and Snapchat. Encourage your friends, family members and co-workers to share the posts.
- \* **Post fliers** in buildings, offices, schools, and towns. Distribute to groups helping with the drive.
- \* Let us know about your drive, so we can give you a shout out on Open Door's social media.

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## Delivering Donated Items

- \* **Drop-offs:** Donations are to be delivered to our administrative offices located at 2 Church Street, Ossining, NY 10562. Please contact **Jane Levy, Senior Manager of Volunteer Programs at [jlevy@odfmc.org](mailto:jlevy@odfmc.org)** for delivery instructions and to schedule a delivery time *before* donation drop-offs.
- \* **Pick-ups:** We greatly appreciate your efforts to drop off your collected toys and donations; if you are unable to deliver items, contact **Jane Levy at [jlevy@odfmc.org](mailto:jlevy@odfmc.org) or 914-502-1468.**

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## Volunteer Opportunities

There are many ways to give your time and get involved.

- \* **Organize & Sort Toys:** Help separate and box toys according to age.
- \* **Distribute Toys:** Help hand-out toys at our Medical Centers on Toy Distribution Dates. Minimum age 18. (Spanish speaking helpful but not necessary).
- \* **Administrative Assistants:** Answer emails and phone inquiries from patients regarding pre-registration, Ability to speak Spanish is required.
- \* **Be a Driver:** Pick up toy donations at various locations in Westchester County.

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## Be Creative and Have Fun!

Host a toy drive kick-off event, holiday party, or a bake sale...just to name a few. There are so many creative ways to collect holiday gifts and monetary donations.

**Share the joy. Make this holiday season a truly magical experience for the children in our community.**

## Need assistance?

Contact **Jane Levy, Senior Manager of Volunteer Programs at [jlevy@odfmc.org](mailto:jlevy@odfmc.org) or 914-502-1468.**

**Thank you for supporting Open Door. Happy Holidays!**



# Tools and Resources

## Sample Social Media Posts

- Help us to ensure EVERY child has a gift this holiday season. Donate NEW toys to Open Door's Holiday Toy Drive. #OpenDoorToyDrive #GiveAGift
- Bring the joy of the holiday season to those in need. Support Open Door's Virtual Toy Drive. To sign up, contact Jane Levy at [jlevy@odfmc.org](mailto:jlevy@odfmc.org) or 914-502-1468.
- Help spread holiday cheer to a child in our communities. Get involved in Open Door's Holiday Toy Drive! For assistance, contact Jane Levy at [jlevy@odfmc.org](mailto:jlevy@odfmc.org) or 914-502-1468.

Click on any of the thumbnails below to download a template you can use!



Wish List



Toy Drive Flier  
(editable Word Doc)



Vertical Drop Box Sign



Horizontal Drop Box Sign



Toy Drive Logo