



Birthday Box Instructions

Thank you for your support of Happy Birthdays and our mission of providing birthday parties in a box to homeless and foster children. We sincerely appreciate your help. Below are directions to make a birthday party in a box. Please realize that as we serve hundreds of children a year, our goal is to create a special and fairly equitable experience for each child. Consider that this might be the only way this child is being remembered for their birthday. When constructing your box, try to create something that you would give to your own child or family member.

1. **Items should go in a banker box or copy paper case box.** A banker box is a cardboard file folder box with a lid. You can get one at any office supply store or Walmart. You can also use a copy paper case box.
2. **Gift wrap or decorate your box. The lid and box should be wrapped separately** so the box can easily be opened and the contents seen, without destroying the wrapping paper. Be creative and do your best to make it look nice. There are some excellent tutorials on YouTube if you need hints on how to wrap your box.
3. **Label your box with your child's name or with a description of the type of box** if it is not for a specific child.
4. **Select a theme for your box.** All party supply items should coordinate with a theme (princess, Star Wars, etc.) or a coordinating **color scheme if it is for an older child.** For example, **do not** include Spiderman napkins with Sesame Street plates.
5. **All items must be new, unopened and non-perishable.**
6. **Party supplies should be enough for a minimum of 10 people.**
7. **We do not require a specific dollar amount to be spent on each box, however, in an attempt to make the boxes equitable for each child, we suggest that each box have an approximate value of \$100. If the value is greater, not a problem!**

8. **Collect the following items to include in your box:**

CHILDREN AGES 1-12

Cake mix
Icing
Candles
Cupcake liners, sprinkles or other items for decorating cake/cupcakes
Party themed napkins and plates (10-12 kids)
Party themed tablecloth
Decorations (balloons, streamers or banner)
Blowers or additional party supplies (glow sticks, photo props, etc.)

Party game, craft or activity (10-12 kids)
Snacks (non-perishable)
Juice boxes or drinks (non-perishable)
Gift
Card addressed from you
OPTIONAL goodie bags (10-12 kids)
OPTIONAL party hats
*Please feel free to add any additional party items not listed.

TEENAGERS AGES 12-18

Cake mix
Icing
Candles
Cupcake liners, sprinkles or other items for decorating cake/cupcakes
Party themed napkins and plates (10-12 people)
Party themed tablecloth
Decorations (balloons, streamers or banner)
Blowers or additional party supplies (glow sticks, photo booth props, etc.)
Candy or Snacks (non-perishable)
Gift (gift card to movies, Target, Walmart, food establishments are popular)
Card addressed from you
OPTIONAL party hats
OPTIONAL drinks (non-perishable)
*Please feel free to add any additional party items not listed.

9. **Please contact us if you are making a large number of birthday boxes.** We will give you some direction as to what types of boxes are currently in need.

10. Boxes can be delivered to the following locations:

Round Rock

Round Rock Police Department
2701 N. Mays Street, Round Rock
M-F, 9 am – 5 pm

Austin

Little Helping Hands
8711 Burnet Rd, Ste B-33 (Off Polaris Ave)
M-F, 9 am – 4 pm
Please call their office at 512-358-6943 before delivering to confirm someone will be there to receive your box.

11. If you have a very large number of boxes to donate, or would like to schedule a time to deliver to the Happy Birthdays office, please contact us at info@sharinghappybirthdays.org.

Happy Birthdays
1402 Chisholm Trail, Suite A
Round Rock, TX 78681
info@sharinghappybirthdays.org
www.sharinghappybirthdays.org