



Kids deserve the best.

Robyn's Nest

Toolkit for  
Neighborhood  
Back to School Drive



Kids deserve the best.



## Neighborhood Back to School Donation Drive to benefit Children's Wisconsin - Robyn's Nest

*Robyn's Nest is a free resource for children and families who are struggling to meet basic needs, but is entirely dependent on donations for its operation.*

### **You can help!**

Please consider donating to support this great community resource.

What: Back to School Donation Drive to Support Robyn's Nest

When: {Enter Date(s)}

How: {Place bag outside door for pickup/drop off at Location}

Items needed include (all items must be new):

- Backpacks
- Notebooks, folders, binders, loose leaf paper, index cards
- Pencils, pens, crayons, colored pencils, markers, erasers, highlighters
- Glue sticks and school-age scissors
- Calculators, rulers, protractors
- Locks
- Gift cards to WalMart, Target, Amazon

You can learn more about donating to and volunteering for Robyn's Nest at [www.childrenswi.org/robynsnest](http://www.childrenswi.org/robynsnest)

Robyn's Nest is a program of a 501(c)(3) organization - Tax ID # 39-0806380

## Suggested e-mail template to support drive

Dear [Recipient],

I hope this email finds you well. As you may already know, we are currently organizing a neighborhood back to school drive for Children's Wisconsin's Robyn's Nest. The purpose of this drive is to collect essential school supply items for kids of all ages to benefit families in need.

We would be grateful for any donations of school items you could contribute to the drive. Some examples of needed items include:

- Backpacks
- Notebooks, folders, binders, loose leaf paper, index cards
- Pencils, pens, crayons, colored pencils, markers, erasers, highlighters
- Glue sticks and school-age scissors
- Calculators, rulers, protractors
- Locks
- Gift cards to WalMart, Target, Amazon

Items may be {dropped off at a specific site and/or left outside the door to be picked up} during the drive planned for {date}. If you would like to contribute items but will not be around for the event, please let us know and we can arrange for a different drop-off time/location. If you would like to learn more about Robyn's Nest, make a cash gift, or explore other ways to help, you can do so at [www.childrenswi.org/robynsnest](http://www.childrenswi.org/robynsnest).

We appreciate your support in making this a successful event. Thank you for considering a donation to our back to school donation drive.

Sincerely,

[Name]

Flyer for List of Items Needed



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Neighborhood Back to School Donation Drive  
to benefit  
Children's Wisconsin - Robyn's Nest

Items Needed

- Backpacks
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- Locks
- Gift cards to WalMart, Target, Amazon

Please place any items in the bag provided and we will pick them up after the event.

Thank you for your support!

**While all support is greatly appreciated, we are only able to accept new items. School supplies must be in its original packaging.**

Tax receipt for donors

Dear [Donors Name],

On behalf of Children's Wisconsin's Robyn's Nest, we want to express our sincere gratitude for your generous donation. Your support will help Robyn's Nest continue their mission to provide critical care and services to children and families in need.

To comply with IRS regulations, we have prepared a donation receipt for your records. Please find the details of your donation below:

Donor Name:

Donation Date:

Donation Description: Back to School Supplies

The Tax ID number for Robyn's Nest is 39-0806380.

Please retain this receipt for your records as it may be used as documentation of your charitable contribution.

Thank you again for your generous support of Robyn's Nest. Together we can continue to make a positive impact on the lives of the children and families in need.

## Information about drop off of donated items after the event

Upon completion of a donation drive, please follow the following steps to drop off the donated items:

Donations to Robyn's Nest are by appointment only.

The drive organizer should contact Lona at **(414) 231-4820** to schedule a drop-off time before driving to the location. Appointment times are required. Robyn's Nest is not staffed full time and donations cannot be left outside the building. Scheduling also ensures there is no traffic or excessive wait times for other donors or clients and staff who need to access the space. Time slots will be 15-30 minute windows to make sure all the donations are tended to appropriately.

Before bringing donated items to Robyn's Nest, please ensure that all of the items donated are new and in its original packaging. Dropping off used items increases our costs as we need to pay for their disposal.

At the scheduled drop off time, Robyn's Nest can be found at the southeast corner of the parking lot behind the office building at 620 S. 76th Street in Milwaukee, WI. Please enter the parking lot at 74th and Main for the easiest access to the site.

Below is a photo to represent where Robyn's Nest is located and the two appropriate entrances to enter through:

