



Kids deserve the best.

Robyn's Nest

Toolkit for
Baby Shower Drive

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 baby shower drive for Children's Wisconsin's Robyn's Nest. This purpose of this drive is to collect essential infant and toddler items to benefit families in need.

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

- Baby clothes (boys and girls)
- Diapers
- Wipes
- Baby bottles
- Blankets
- Pacifiers
- Baby lotion
- Diaper cream
- Diaper bags
- Breast pumps
- Strollers
- Gift cards to Wal-Mart, Target, or Amazon

Items may be dropped off during the drive planned for {date} at {location}. If you would like to contribute items but cannot make it to 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 <https://childrenswi.org/robynsnest>.

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

Sincerely,

[Name]

Drop off location signage

The following sign may be used to direct donors to the drop off location during the event drive.



Drop off location - Posting for List of Items Needed

Drop Off Location - Posting of List of items that cannot be accepted



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Baby Shower Donation Drive
to benefit
Children's Wisconsin - Robyn's Nest

Items We Cannot Accept

While all support is greatly appreciated, there are some items we are not able to accept, including:

1. Furniture of any kind
2. Computers and computer-related equipment
3. Used appliances of any type
4. Used and like-new stuffed toys (including those from vending machines)
5. Clothing other than clean, gently used or new infant, toddler and children's clothing
6. Latex balloons or any item containing latex
7. Toys which are dirty, broken or in poor condition
8. Sports cards
9. Toys with violent themes, religious themes, and toys which are insensitive to a culturally diverse population
10. Perishable food

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: Infant and Toddler Items

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 necessary because Robyn's Nest is not staffed full time and donations cannot be left outside of 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 none of the items are on the list of items we cannot accept. Dropping off items from this list 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:

