

TIME TO CELEBRATE!!

Thank you for hosting a collection drive for Shepherd's Gate women and children. Every item in this collection will touch their lives throughout their journey at Shepherd's Gate.

Instructions for the collection are listed below:

1. This packet includes a collection flyer with a donation receipt QR code, delivery list, signage, and communication templates.
2. Select the holiday celebration you would like the celebration box to represent.
3. Share the flyer and invite friends, family or coworkers to collect the holiday theme items they would like to contribute to the drive.
4. If you would like to designate a drop off location while collecting the items, print out signage for the holiday you selected.
5. After the collection, organize the items into a box(es) or bags.
6. Write the list of items and quantities donated on the form provided and place it in one of the boxes or bags.
7. Click the link to [Schedule Delivery](#). This will help our teams prepare for the incoming donations.
8. Deliver the celebration box to:
Livermore - 1660 Portola Ave, Livermore CA. 94551 or
Brentwood - 605 Sycamore Ave, Brentwood CA 94513.
9. Questions? Email shepgate@shepherdsgate.org





TIME TO CELEBRATE!

Help Shepherd's Gate women and children celebrate holidays and enjoy festive activities by creating a celebration box.

Celebration Box Contents:

- **Festive Banner**
- **4 Rectangular disposable tablecloths**
- **40 Disposable Plates**
- **40 plastic Utensils**
- **40 Festive Color Napkins**
- **Festive Game, Activity or Craft**
- **Cake Mix for Cupcakes**
- **Frosting**
- **Festive Colored Sprinkles**
- **Cupcake Liners**
- **Small Bottle of Oil for Cake Mix**



Click the QR code to learn more about Shepherd's Gate or to access our donation receipt.



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Collection Items Delivered

Drive Coordinator Name:

Delivery Date:

Item

Quantity

[illegible]

Valentine's Day Celebration Box Items

Learn More About
Shepherd's Gate



Donation
Receipt



Easter Celebration Box Items

Learn More About
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Donation
Receipt



Patriotic Celebration Box Items

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Fall Havest Celebration Box Items

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Receipt



Christmas Celebration Box Items

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Collection Communication Templates

Collection Announcement

Make a difference in our community! ORGANIZATION NAME is partnering with Shepherd's Gate through the Time to Celebrate collection drive.

Shepherd's Gate provides a long-term program for homeless women and children recovering from domestic violence, addiction and poverty. The items collected will equip them with the supplies they need to celebrate this holiday in a fun and healthy way. Shepherd's Gate does not receive government funding. It is the generous hearts in our community that have allowed over 13,000 women and children to be served since 1984.

Beginning on DATE the Time to Celebrate collection will kick off in the LOCATION. The flyer is attached and posted on (SOCIAL MEDIA OR INTRANET PAGE). If you would like to ship items directly to Shepherd's Gate the address is (SELECT LOCATION). We appreciate any help you offer to support the collection and serve the women and children at Shepherd's Gate.

Official Kick Off

We are excited to announce that today is the kickoff of our Time to Celebrate collection for Shepherd's Gate women and children. Please bring collection items to LOCATION. Signs are posted to guide you on where to place your donations. If you are supporting the drive remotely please ship items to (SG ADDRESS). The drive will wrap up DATE.

Collection Update

So proud of our team! So far, we have collected AMOUNT OF ITEMS for Shepherd's Gate women and children! We have until DATE to collect items. Keep up the good work!

Final Reminder

Tomorrow is the last day to donate Time to Celebrate collection items. Don't forget to bring in your donations! Your help will impact the lives of homeless women and children.

Wrap-Up Thank You

Thank you so much for participating in the Time to Celebrate collection for Shepherd's Gate! Together, we collected more than AMOUNT OF ITEMS. Your contribution is part of ORG NAME commitment to serve our community. Thank you for making a difference in the lives of these women and children.