



POP-UP BIRTHDAY BOX INSTRUCTIONS & CHECKLIST

Thank you for supporting our mission to celebrate a foster child!

Please consider that this might be the only way this child is being remembered on their birthday, so prepare a party box that you would give to your own child or family member!

- 1) Package items in a clear plastic bin (we prefer the 58-quart Sterilite bin from Walmart).**
The clear plastic bin allows all the fun to be seen and can be reused by the foster family for toy or clothing storage. If necessary, the child can also use bin to move to another placement with dignity (versus a trash bag).
- 2) Select a theme from below or create one of your own!**
All party supplies should coordinate with the theme. For example, do not include Frozen napkins with Spiderman plates. Below is a list of our most requested themes, but feel free to prepare one of your personal favorites.

BOY:

Spider-Man
Teenage Mutant Ninja Turtle
Cars
Thomas the Train
Sports
Paw Patrol

GIRL:

Frozen
Trolls
Pink/Purple Princess
My Little Pony
Hello Kitty
Rainbow/Art

TWEEN/TEEN:

Rock Band
Neon/80's Party
Zebra/Cheetah
Camo
Longhorn/A&M
Solid Color/Print

- 3) All items must be new, unopened and non-perishable.**
- 4) Include a note on your box with selected theme and your family name or organization's name** (ex. Girl Scout Troop #XXX) that we can include on the donor sticker at time of delivery.
- 5) We do not require a specific dollar amount to be spent on each box, however we suggest an approximate value of \$100** (\$150-\$200 if including gifts).

(INSTRUCTIONS CONTINUED ON NEXT PAGE)



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6) FILL THE PLASTIC BIN WITH FOLLOWING ITEMS:

(We tend to shop at Walmart, Party City & HEB as they have great prices and selection!)

- Party-themed plates, napkins and forks (10-12 guests)
- Party-themed or solid colored tablecloth
- Theme Decorations (ex. banner, centerpiece, hanging tissue balls, etc.)
- 6+ coordinating latex balloons (12" size) and candle(s)
- Game/Activity (Pin the Tail, Art/Craft, Crayons & Coloring Page, Bubble Machine, Tattoos, Ball, etc.)
- Goody bags for 10-12 kids (Bubbles, stickers, playdoh, lip gloss, bouncy ball, candy, fruit snack, etc.)
- Snacks for 10-12 kids (Ex. Cheese crackers, pretzels, applesauce, granola bars, fruit bars, etc.)
- Drinks for 10-12 kids (Juice boxes, Capri Sun, water, Gatorade, lemonade mix, etc.)
- \$15 HEB gift card for cake
- Party hats, blowers or additional party supplies (OPTIONAL)
- Gifts: Toy/Big Item, Pajamas/Clothing, Book (OPTIONAL – no need to gift wrap)
- Curly ribbon topper for top of box
- Handwritten birthday card from you

7) Once you are done, please drop off your completed box at our office:

**101 Westlake Drive, Suite 201, Austin, TX 78746
Tuesdays-Thursdays
10am-4pm**

*If you have a large number of boxes to donate,
or to schedule a time to deliver to the Pop-Up Birthday office,
please contact us at: info@popupbirthday.org

www.popupbirthday.org

THANK YOU FOR YOUR SUPPORT AND GENEROSITY!