



# FUNDRAISING & VOLUNTEER TOOL KIT

Providence House is a Crisis Nursery dedicated to keeping kids safe and families together in Greater Cleveland!

We are primarily privately funded and rely on the generosity of our community!

**You can help support our life-changing services for children and families in crisis** through the fun activities detailed in this tool kit!

Please reach out to us at [info@provhouse.org](mailto:info@provhouse.org) with any questions!



LEARN MORE AT  
[provhouse.org](http://provhouse.org)



# ◆ ABOUT PROVIDENCE HOUSE ◆

Providence House keeps kids safe and families together, embracing them with support to enhance stability that strengthens communities



## CRISIS NURSERY SERVICES

We offer free, voluntary, non-custodial emergency shelter to babies and children up to 12 years old whose families are experiencing crisis.

Our Crisis Nurseries provide a safe, homelike environment where children receive 24/7 loving care!

## FAMILY PRESERVATION SERVICES

While their children stay in our Crisis Nursery, our Social Work Team embraces their parents or guardians with support to help them address the crises they're facing and enhance stability for the future

so their family can avoid foster care placements and stay together. 99% of our families do!

## COMMUNITY SERVICES

We also support our community through our Community Referral Program, which provides families who do not have a child staying with us essential items such as diapers, children's clothing, and hygiene products to help make ends meet!



# Providence House



Every child is your child.™

# IMPACT 2023-2024

## We Served 876 Children & Families



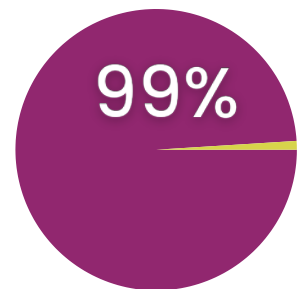
- **238** children from **120** families in our Crisis Nursery
- **193** families through our Community Referral Program
- **325** families through Community Distribution Events



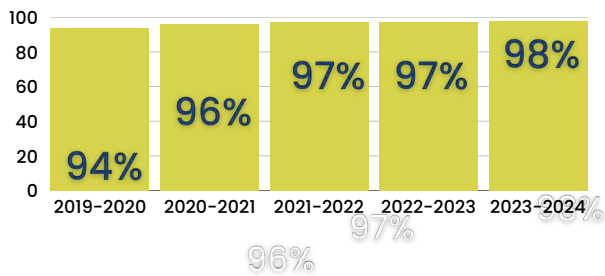
**691 children were on our waiting list or completely unserved** due to lack of space at our West Campus

## We Helped Families Stay Together

**99%** of families who brought a child to stay in our Crisis Nursery were reunited after successfully resolving the crisis situations that brought them to us!



## We Successfully Engaged Our Families



**98%** of our parents and guardians were fully engaged in all services required in their Family Preservation Plan, and **99%** enrolled in our voluntary, 12-month Aftercare Program!

Engagement has continued to increase since we began offering virtual and phone options to improve accessibility.

## We Partnered with 109 Agencies & Service Providers



**LEARN MORE**  
[provhouse.org/impact](https://provhouse.org/impact)



# ◆ PUT THE FUN IN FUNDRAISING! ◆

## Here are some tips to help you get started!

- **Determine what kind of fundraiser you'd like to host.** A donation drive of physical items, cash donations, or both?
- **Let us know your plans.** This way, we can work with you for any materials you may need, tips, tricks for success, and we can make sure you're acknowledged correctly.
- **Decide if you'd like a Providence House representative.** Often, folks request a speaker from Providence House to talk about what we do, our mission, and what the donation is going towards.

Read through the rest of this tool kit to find inspiration for a fundraiser and steps to make it a success!

## ◆ FUNDRAISER RESTRICTIONS ◆

- We're happy to help out as best we can and are able! However, we ask that the logistics (location, invitations, menu, etc.) of your fundraiser be determined by the host.
- We cannot guarantee that your fundraiser or event will be shared with our networks via social media, flyers, email, or any other form of communication.
- Due to licensing and safety requirements, we cannot accept used donations.
- Please keep all donations unwrapped! This helps us inventory the items.
- While we're incredibly grateful for donations, we are unable to allow giving items directly to the children or families at Providence House. All donations can be dropped off at Providence House to a staff member.



# RESTAURANT FUNDRAISING

Monetary donations play a crucial role in supporting Providence House's mission. Just eighty dollars provides five children with snuggly beds and full tummies!

Many restaurants, such as Bibibop, Mitchell's, and Chipotle, host fundraisers that donate a percentage of their profits to the organization of your choice. Organize a fundraiser with companies around you to raise money for Providence House!

Get your community involved in Providence House's mission and give back through fundraising.



## PERFECT FOR

Restaurant fundraising is a flexible activity that can be utilized by your school, place of worship, sports team, club, or neighborhood! Get everyone involved to give back!

# ◆ FACEBOOK FUNDRAISERS ◆

## TO CREATE A FACEBOOK FUNDRAISER

- On your computer, log in to **Facebook**
- On the left, click **Fundraisers** (If you don't see **Fundraisers**, click **See More**)
- On the left, click **Raise Money**
- Click **Nonprofit**
- You can scroll through the list or type **Providence House, Inc.** in the search bar
- Select **Providence House, Inc.**
- On the left, enter:
  - The **amount** you want to raise
  - The **date** you want your fundraiser to end
  - The **title** of your fundraiser, for example, "Jen's Lemonade Love Fundraiser for Providence House"
  - A **description**, such as "I'm hosting a virtual lemonade stand to support babies and children in crisis at Providence House! Please consider donating to help provide loving care and fun activities this summer for the kiddos staying in their Crisis Nurseries!"
  - Upload our **Facebook Fundraiser Cover Photo** from our tool kit
- Click **Create**, then you're ready to share the fundraiser with friends and family!

### PERFECT FOR

Anyone! This is a completely online fundraiser, and therefore perfect for all!



## FILL A SUITCASE

### WELCOME SUITCASES



#### ITEMS NEEDED

- One Child-Size Suitcase Filled With
  - Five to Seven Sets of New Clothing
  - Two Pairs of New Pajamas
  - Personal Hygiene Items
  - New Shoes
  - New Stuffed Animal
  - Handmade Blanket
  - Books
  - Toys

Upon arrival at Providence House, each child is given a Welcome Suitcase filled with brand-new necessities and items to help them feel welcome and comfortable in our Crisis Nursery! After their stay, they get to take it all home!

You can become an integral part of a child's stay at Providence House by filling a Welcome Suitcase for the next child that arrives at Providence House!

Shop for the items on this list and neatly arrange them inside the suitcase. Then, take your suitcase to either the East or West Campus, where it will be gifted to a child!

#### PERFECT FOR

Fill a Suitcase is a great activity for the whole family, but can also be a great activity for school clubs or sports teams.



# CRAFT KITS



## POPSICLE STICK MONSTERS



### INSTRUCTIONS

Get a small to medium box to assemble a craft kit for the kids at Providence House and drop it off at one of our campuses for the children to craft!

### MATERIALS

- Three popsicle sticks
- Small bag of pom poms
- Small bag of googly eyes
- Pipe cleaners of various colors

All of these items can be found at your local craft store or dollar store! Place them neatly in your box, so whenever the kids want to do a craft, everything is easily accessible!

## GALAXY JARS



### INSTRUCTIONS

Get a medium-sized box to fit all the materials necessary for our kiddos to make galaxy jars! Galaxy jars are a fun craft that turns a mason jar into a miniature galaxy!

### MATERIALS

- 1 mason jar
- Small packet of glitter
- Small bottles of tempera paint with various colors
- Small bag of cotton balls

All of these items can be found at your local craft or dollar store, or even on Amazon!

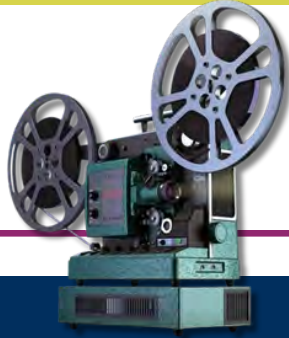
We'll keep these kits on hand for our kiddos to assemble during their stay at Providence House!

## PERFECT FOR

Craft Kits are a great way to get kids involved, and can also be a fun classroom activity!



## ◆ MOVIE NIGHT ◆



A great way to fundraise for Providence House is to host a movie night at your school, place of worship, or office!

You can charge a few dollars for admission and show a fun movie that families can enjoy! Sell concessions such as popcorn, candy, and provide a night of family fun! Just make sure to advertise before the event to get everyone excited!

To up the stakes, you can even make it a competition by keeping track of who comes, and whoever brings in the most guests, wins!



## ◆ SCHOOL THRIFT SHOP ◆

An easy and cost-effective way to raise money is through hosting a school thrift shop! Students can bring in old clothes from home that they don't want anymore and sell them after school. This is a great way to get rid of any extra clothes people don't need and raise money for the children and families of Providence House!

If you are a uniform school, you can make it a used uniform sale!

### **PERFECT FOR**

This activity is great for schools, but is easily adaptable for your place of worship, office, or neighborhood!



# LEMONADE LOVE



## A SWEET WAY TO SUPPORT!

You can share some lemonade love this summer by hosting a lemonade stand outside or online to collect donations to support the kiddos at Providence House!

Lemonade Love is a chance for even the youngest members of our community to make a difference with their family, troop, club, and more! Donations will be used to help provide loving care and fun summer activities for the children at Providence House.

We have a tool kit with everything you need to host an:

- In-person lemonade stand
- Online fundraiser via Facebook or share details on social media

[VIEW & DOWNLOAD OUR TOOL KIT](#)

[provhouse.org/lemonade](http://provhouse.org/lemonade)

Lemonade Love donations can be made online or sent to:  
Providence House Lemonade Love, 2050 West 32<sup>nd</sup> St, Cleveland, OH 44113

## PERFECT FOR

This is a great summer activity for kids, whether at home or with a group, troop, or place of worship!





# COIN WARS

## CLASSROOM COMPETITION



### VALUES

- Penny = 1 Point
- Nickel = 5 Points
- Dime = 10 Points
- Quarter = 25 Points
- \$1 Bill = 100 Points
- \$5 Bill = 500 Points
- \$10 Bill = 1000 Points

Get your school involved to help Providence House by hosting coin wars! Each classroom gets a milk jug or a gallon water bottle, and for one week, they collect coins and dollar bills. As shown above, the coins and bills you donate correspond to a point system.

At the end of the week, count up how much money your classroom has collected, and the classroom with the most earnings is the winner! To make it even more fun, you can throw in a pizza party for the classroom with the most points!

### PERFECT FOR

Coin wars are great for schools, but can also be adapted for scout troops, places of worship, and companies!



## TIE BLANKETS



Each child at Providence House receives a handmade tie blanket upon arrival in their Welcome Suitcase to snuggle with at night! We prefer the blankets to be handmade for a personal touch, and you can make an impact in a child's life by creating one!

Go to your local craft store and purchase some fleece, lay two pieces on top of each other, cut them so they are the same size, and cut strips approximately 1.5 inches then tie the pieces together!

Our children's beds are Twin-Sized.



## PERFECT FOR

This is a great activity for kids, especially at school, or with your family!

To bring the fun to your school, make this a school-wide event! Get the materials to make tie blankets for each classroom and make them together during recess every day for a week. This is a great activity during the winter months when it's too cold to go outside! The classroom with the most blankets made wins a pizza party, or a movie day!

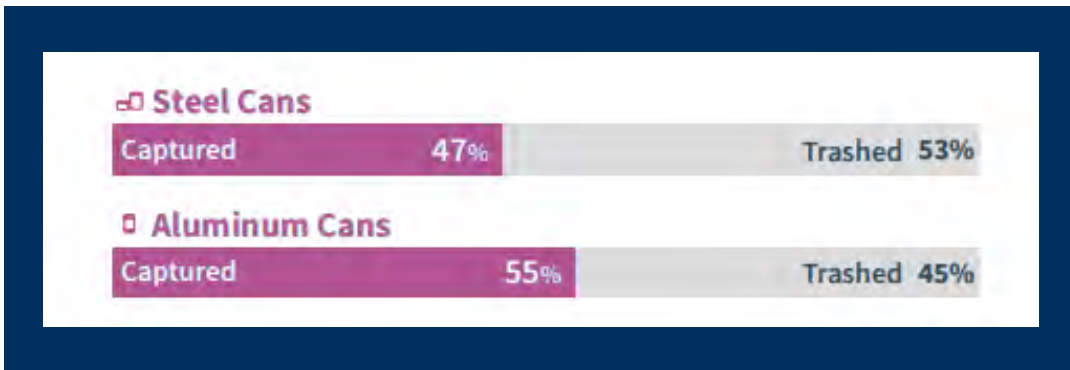
Additionally, this can be a great activity for your place of worship!

# ◆ RECYCLING DRIVE ◆

Some Cuyahoga County communities recycle over half their waste, demonstrating that change is possible. Others, like Cleveland at just 6% and East Cleveland at only 1%, are falling behind. In these neighborhoods, more than 90% of waste ends up in landfills. With a regional average of just 29%, most residential waste is still being thrown away!

Now is the time to act! Every household can help drive that number up and keep valuable materials out of the trash, while supporting the children and families of Providence House!

◆ MORE YOU KNOW ◆



All Scrap Salvage  
W. 140<sup>th</sup> St.

A&B Metal Recycling  
E. 55<sup>th</sup> St

## ◆ GETTING STARTED ◆

Set up a designated collection area and invite your students, staff, or team to bring in scrap metal items.

- Examples: Aluminum, Copper, Brass, Steel, etc.

Once you've gathered enough materials, assign a staff member or volunteer (18 or older with a valid ID) to drop off the scrap for cash at a metal yard, and then donate to Providence House!

## PERFECT FOR

- Schools
- Businesses
- Place of Worship
- Neighborhoods
- Families/ Individuals

# ◆ ROUND UP AT CHECKOUT ◆

## Support Local Children by Rounding Up at Checkout!

"Round Up for Providence House" is a simple, high-impact way for businesses to support children and families in crisis by inviting customers to round up their total purchase to the nearest dollar. Every cent collected helps provide shelter, safety, and smiles for the children at Providence House.

### HOW IT WORKS

#### 1. Ask

"Would you like to round up your purchase to support Providence House?"

#### 2. Collect

Keep track of the spare change collected in your register or donation jar.

#### 3. Donate

Send in the donations at the end of your campaign!



### PERFECT FOR

- Coffee Shops & Cafes
- Boutiques & Gift Shops
- Restaurants & Bakeries
- Salons, Barbershops & Gyms
- Local Markets & Service Providers

# ◆ FUN FOR EVERYONE ◆

## CHARITY BASKETBALL



## GIVING TREE



### PLAY BALL!

Host a charity basketball game at your school for Providence House!

Send out a sign up for two teams, and those who wish to participate must pay a fee of \$10. The teams can be comprised of faculty, staff, parents, and students too!

After school, host the game and charge \$2 for admission. Additionally, offer food and other concessions.

It's fun for the whole school, and all proceeds go to a great cause!

### 'TIS THE SEASON

Your company, school, organization, or family can host a holiday giving tree or gift drive to benefit the babies and children of Providence House.

For a gift drive, simply ask your group to purchase any item from our Wish List.

For holiday giving trees, download our giving tree materials. Print and decorate the ornament stencils, then label the ornaments with items from our Holiday Wish List.

You can also use our Amazon Wishlist to have items shipped directly to Providence House!

You can find our Wish List at [provhouse.org/wishlist](https://provhouse.org/wishlist) and around the holidays, at [provhouse.org/holiday](https://provhouse.org/holiday)

### PERFECT FOR

These activities are great for your school, sports teams, place of worship, neighborhood, or company.



# FUNDRAISING IDEAS FROM A-Z

- **Adopt-a-Family:** Invite individuals, families, businesses, or groups to sponsor families in need by purchasing personalized holiday gifts, essentials, or grocery cards
- **Art Sales:** Showcase student/employee/member art or even invite local artists to contribute pieces for an art show. Charge admission, sell refreshments, and allow attendees to purchase artwork!
- **Auctions:** Put together a live or silent auction and donate the proceeds to Providence House
- **Bake Sale:** Host a Bake Sale to raise money for our children and families
- **Baby Shower:** Host a baby shower and ask people to buy items from the Providence House Wish List ([provhouse.org/wishlist](http://provhouse.org/wishlist)). Enjoy traditional baby shower games and snacks!
- **Baby Sit/Pet Sit:** Offer to watch your neighbors, family's, or friends' children or pets, and then donate the money you make to Providence House
- **Book Sale:** Coordinate an opportunity for others to bring in old books to donate and sell at a book sale to support our children and families
- **Balloon Day:** Sell helium balloons with a message attached for \$2 each. Take orders in advance and then deliver the balloon messages to the recipients
- **Bowl-a-thon:** Host a bowl-a-thon and get pledges per pin that you knock down
- **Car Wash:** Host a car wash and donate the proceeds to Providence House
- **Concession Stands:** Set up a concession stand or booth at a game or community event
- **Cook-Off:** guests attending pay a set price and are served dinner and receive ballots to rank their favorite cook-off items.
- **Cooking Class:** Ask a local chef or baker to teach a cooking class and ask for donations to participate
- **Celebrate:** Turn your birthday or graduation celebration into a fundraiser. Ask guests to donate items on the [Providence House Wishlist](#) instead of bringing presents to your party.
- **Dance-a-Thon:** Host a dance-a-thon and raise money the longer you're on your feet. Earn extra funds through a snack table
- **Dress Down/Jeans Day:** Students or employees can dress down for a day by donating money to Providence House
- **DIY Candle Making:** A DIY candle fundraiser is a fun, hands-on event where participants create homemade candles to sell. It's a perfect group project for classrooms, clubs, or families with a creative spark!
- **Game Night:** Host a game night to play board games, charades, etc. and charge an "entrance" fee that will be donated to Providence House

# FUNDRAISING IDEAS FROM A-Z

- **Garage Sale:** Ask all of your friends and neighbors to participate by donating items for a garage sale. Make signs that advertise that all proceeds are going to support Providence House
- **How Many in the Jar?:** Load up a jar full of goodies and ask people to guess how many are in the jar. Ask for a donation to guess and give the winner a small prize
- **Happy Hour:** Host a Happy Hour and invite friends and family to come, and instead of bringing something, ask that they donate to Providence House
- **Ice Cream Socials:** Plan an ice cream social and sell or ask for donations for ice cream, or charge per topping served
- **Karaoke:** Guests pay \$2.00 per song, or people can “donate” \$5 and pick someone in the audience to go up and sing
- **Loose Change Day:** Have a “Loose Change Day” and make a flyer encouraging people to bring in loose change to donate to Providence House
- **Letter Writing:** Send letters or emails to your friends and family explaining why you’re fundraising for Providence House and ask for a specific donation amount
- **Mow-A-Thon:** Check with neighbors and see if you can mow their lawn for a donation!
- **Perform:** Host a concert or talent show at your school, and charge people to attend or ask people to donate items from the Providence House Wish List ([provhouse.org/wishlist](http://provhouse.org/wishlist))
- **Pancake Breakfast:** Hold a pancake breakfast and charge people to attend
- **Radio Station:** Call your favorite radio station and ask them to make an announcement on the air about your fundraiser (and/or donate as well). They may even want to interview you to know more about it!
- **Spelling Bee:** Host a charity spelling bee at your school or place of worship for your community to participate in! Charge a participation and admission fee with all proceeds for Providence House!
- **Turkey Drawing:** Get a grocery store to donate a certificate for a turkey or ham to be picked up just in time for the holidays. You could also ask them to donate a BBQ package for Labor Day or Memorial Day. Sell tickets for the drawing and donate the proceeds to Providence House
- **Varsity Gives:** If you are involved in a varsity sports team at your school, donate the proceeds from ticket sales at one of your games to Providence House!
- **Wrap Presents:** During the holiday season, set up a booth at a local mall or busy department store to wrap presents in exchange for a donation to Providence House!

# EXTERNAL FUNDRAISING GUIDELINES

Providence House is committed to the highest standards of ethical and transparent fundraising practices. To ensure the success of our fundraising partnerships with external groups and to protect Providence House against fraudulent claims as the beneficiary of independently hosted events, all externally hosted fundraising efforts must adhere to the Providence House External Fundraising Guidelines, as outlined by the Providence House Board of Directors' policy.

**If you are not using this tool kit to host a fundraiser or donation drive**, and are instead filling a suitcase, making craft kits, or blankets, you do not need to sign this document.

## ALL EXTERNAL FUNDRAISING EVENTS MUST:

- Be compatible with the mission statement and philosophy of Providence House
- Complete Event Proposal and Information form and submit one month in advance of the event for review and approval by the Providence House External Relations Department and the President and CEO.
  - Providence House reserves the right to withhold approval for designation of Providence House as the beneficiary of the proposed event.
  - Providence House may also approve or withhold use of the Providence House name, logo, or reference as the beneficiary of an event.
  - Providence House will not be held liable under any circumstances for any event that has been approved and/or where Providence House is the designated beneficiary of the proposed event.
- Provide an estimate of the Event Budget, including total income and expenses for the event and estimated donation to Providence House

## UPON APPROVAL, THE HOST ORGANIZATION MUST:

- Maintain responsibility for all promotions, communications, and correspondence for the event.
  - Providence House reserves the right to grant or withhold promotion of any external event on our website and social media platforms
- Maintain responsibility for all costs and keep an accurate record of expenses and donations for a final accounting report.
  - For individual donors to receive tax credit for their donations, all checks must be made payable to and deposited by Providence House.
  - A written receipt must accompany all cash or goods donations, with donor information included.
- Within 30 days of the close of the event, the following must be submitted to Providence House:
  - All monetary donations and goods donated to the event
  - A final accounting breakdown for the event, including actual expenses, income, and final gift amount to Providence House.
  - A complete list of participants, donor names, and mailing information for acknowledgements.

Certain modifications in the policy may apply if your organization is hosting a small, cash-only event sponsored by a school, community group, or place of worship such as a bake sale, baby shower, read-a-thon, etc.

In these cases, the organization must provide complete accounting for expenses and donations, but may submit single cash, goods, or check donation to Providence House for the event. Personal checks should still be made out to Providence House.

*By signing below, you understand and agree to adhere to all guidelines listed above as well as any additional parameters that Providence House may set forth.*

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**Event Host Name**

**Signature**

**Date**

# PROPOSAL & INFORMATION FORM

Please fill out this form and email it to [info@provhouse.org](mailto:info@provhouse.org) along with the signed agreement from the previous page.

Event Contact Person: \_\_\_\_\_

Group Hosting Event: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Anticipated roles and responsibilities of Providence House relative to the event:

- Speaker     Donation/Award Presentation     Promotional Materials  
 Table Display     Other: \_\_\_\_\_

How do you propose to publicize the event? \_\_\_\_\_

How do you propose the Providence House name and logo be used in PR and marketing materials? \_\_\_\_\_

Estimated expenses/how they will be covered/amount to be raised (Please attach any information): \_\_\_\_\_

Brief History of Event Sponsor (Company/Group): \_\_\_\_\_

Have you done an event for Providence House in the past?     YES     NO

If yes, what event? \_\_\_\_\_

When? \_\_\_\_\_

# PROVIDENCE HOUSE GIFT RECEIPT

## Thank you for your donation for the babies and children of Providence House!

We appreciate and need your support to provide 500 children each year with emergency shelter, clothing, and the loving care that every child deserves. The majority of donations go directly to support the babies and children at Providence House, but occasionally, a surplus of an item or licensing restrictions prohibit us from using a donation, so these gifts may be shared with other organizations in need or used to benefit our children as auction items at special events. Thank you for your support and understanding.

### Please complete the information below.

# of Boxes/Bags: \_\_\_\_\_ Date: \_\_\_\_\_

Donor/Contact Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Items Donated (list or check all that apply):  Diapers  Formula  Food

Clothing  Household  Cash  Check  Gift Card  Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Value: \_\_\_\_\_

### Internal Use Only

Donation Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Please allow the yellow copy to serve as your thank you and tax receipt. We recognize and acknowledge that no goods or services were exchanged in consideration of this gift.*

2050 W. 32<sup>nd</sup> Street, Cleveland, OH 44113 · (216) 651-5982 · provhouse.org



## CONTACT US



For more information about Providence House, visit our website: [provhouse.org](https://provhouse.org)

If you have any questions, please email us at [info@provhouse.org](mailto:info@provhouse.org) or call us at **216.651.5982**.

Don't forget to follow us on social media!



@provhouseCLE



@provhouseCLE



@provhouseCLE



## HOW TO DONATE



### PHYSICAL ITEMS

Please drop off all item donations to our West or East Campus Monday through Friday from 9 am to 5 pm.

If you have a large donation, please email us at [info@provhouse.org](mailto:info@provhouse.org) to schedule your donation.

**West Campus:** 2050 West 32<sup>nd</sup> Street, Cleveland, OH 44113

**East Campus:** 11801 Buckeye Road, Cleveland, OH 44120

### MONETARY DONATIONS

Any monetary donations can be mailed to our West Campus or submitted online at [provhouse.org/donate](https://provhouse.org/donate) and in the Comment Section, please note that this was from a fundraiser you hosted.