



# Service Project Guidelines



**Project Night Night**  
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*At Project Night Night, we are committed to providing comfort to homeless children living in tax-exempt charitable housing locations. Project Night Night creates and donates "Night Night" Packages tailor-made to each child's age and gender. Each package donation contains a blanket, a book, and a stuffed animal.*

## Night Night Package Contents:

### **Tote Bag:**

Once you know how many children will receive the packages, please email Project Night Night at [Kendra@ProjectNightNight.com](mailto:Kendra@ProjectNightNight.com) to request tote bags to be sent. In the alternative, you are welcome to use new gift bags.

### **Blanket:**

Please include one security blanket for each child under 16 years of age. Although the blankets do not need to be new, they should appear new and be clean. We do not want children to feel as if they are receiving another child's unwanted item.

### **Books:**

Please include 1-3 age-appropriate and gender-appropriate books. For example, a two year old child might enjoy "Goodnight Moon" and a 10 year old girl, might enjoy a book from the Nancy Drew series. The books do not need to be new, but should be free of obvious blemishes such as crayon markings, and missing pages.

### **Stuffed Animal:**

Please include 1-2 (depending on size) age-appropriate and gender-appropriate stuffed animals. For example, a 6 month old child might enjoy a rattling toy while a 10 year old boy, might enjoy a Batman character doll. The stuffed animals do not need to be new, but should be clean and free of obvious blemishes.

### **Gift Tags/Cards:**

Please tag each bag with the name, age, and gender of the child so that they are easily distributed at the shelter. If time permits, please include a note to each child in the tote bag. We have had great success drafting notes from the stuffed animal enclosed in the Night Night package. For example:

*Dear Sarah,*

*I am new here and away from my home. Please be my friend. Please read to me in the morning, play with me in the afternoon, and hold me close at night."*

*Sincerely,*

*Max the Duck*

## Shelter Logistics

Although we strive to provide packages individualized to the children currently staying at the shelter, Project Night Night recognizes that the available donations do not always correspond to the ages and genders of the children in need. Please use your best judgment. In general, we would rather provide a package to each child at a shelter rather than make the assumption that a child may be too old to enjoy it.

Many shelters due to security and privacy concerns will not release the full names of the children they house. Please try to obtain the first name, age, and gender. If no names are available, please tag each bag with the age and gender of the child.

## Creating Local Awareness

The key to a successful drive is creating awareness of the event. We have found that most people are happy to help if asked. Don't be shy!

## Feedback

At the completion of the project, Project Night Night will send your organization a thank you letter expressing our gratitude as well as any comments received by the shelter and/or the children you helped.

## Questions

Do you have additional questions? Please feel free to email us your questions at [Volunteer@ProjectNightNight.org](mailto:Volunteer@ProjectNightNight.org)