



# BOX of Balloons

*and so much more.*

*Every Child Celebrated. Each Birthday Happy.*



# Welcome to the Team!

We are so excited for you to bring Box of Balloons to your community!  
Our vision is to have a Box of Balloons chapter in each state,  
thank you for helping us get closer to that goal.

Starting a chapter is very exciting but can also be slightly overwhelming. Please read through this guide, take it all in and let us know what questions you may have. It is very important that every chapter leader understands and believes in our mission and vision. Please make sure to read each section of the guide so you are fully informed and ready to make more birthdays happy!

Our website is also a great resource so please make sure to check it out and become familiar with the layout in addition to the chapter leader resource page.

# Chapter Starter Kit Includes...

By Starting a Chapter You Receive:

- A chapter operating under our main 501(c)3 umbrella
- Organizational insurance
- Financial account management from our main office
- National branding and recognition
- Email/facebook page
- Branded graphics monthly
- A donation page specific to your chapter to be used for fundraising
- Online request form for birthday box requests
- Supplies for your first year including boxes, labels, brochures and access to chapter leader website with resources
- Box of Balloons t-shirt

\*\*\*Chapter Start Up Donation of \$250 must be made prior to starting chapter

# Our Mission

Box of Balloons is a non-profit organization on a mission to make each birthday happy and every child celebrated. Every child deserves to feel special, be celebrated and have a memorable party.

Our focus is to ensure each child feels special and celebrated on their birthday. A child's birthday should be happy despite a family's current situation, living conditions or financial status.

Our fundamental goal is to provide joy, hope and celebration for the child and their family.

# Our History

Box of Balloons was founded by Nicole Moll officially in 2014. Nicole grew up celebrating her birthday with memorable themed parties and continued that tradition with her own children. Seeing their joy and love for their special day inspired her to give that same love, hope and joy to children in need locally and nationally.

Sun Prairie, WI was home to the first Box of Balloons chapter in 2014. Excitement quickly spread and volunteers across the state and country started inquiring to start a chapter in their community.

# Box of Balloons...And So Much More

A birthday party provides a child with:

Confidence

Self Esteem



Self Worth

Joy

# Box of Balloons is...

Box of Balloons is a registered 501c3 organization that partners with local school social workers, community leaders and organizations (such as homeless shelters, YWCA, domestic abuse shelters, etc) to identify children in need who have upcoming birthdays and otherwise will not be celebrated.

These social workers and community advocates send us requests on behalf of these children. We then reach out to local community volunteers to donate all the items/money needed to complete the birthday request in order for a child to have an awesome birthday party like many of his or her friends!

Box of Balloons does not work directly with parents or caregivers. This is for the safety of volunteers and the organization.

# How This Works...

When a request is made for a birthday party via your online form, you will receive a notification email. From the request details you create a signup genius and email to your volunteer team.

Volunteers can sign up to donate a specific item for the birthday box and will drop it off to your house by the designated date. You can put a “drop box” near the front of your house for volunteers to put items in.

Once all items have been dropped off you will assemble the supplies into the provided box, attach the logo sticker and letter for the parent. You then deliver the box to the social worker who requested it.

# 1 Birthday Box Costs about \$100

Each box contains these same 7 items.

Each box is unique though in its theme, colors and specific items donated.



Volunteers on your team donate these needed items!

# Your First Year

This first year you will need to spend time connecting with community social workers and organizations who can give you requests. Take time to meet with them, explain our organization, the mission and the process.

You will also need to grow your volunteer team! Reach out to local moms groups, churches, parent clubs, etc to share your chapter information and volunteer sign up form (one the website).

We suggest new chapters start with a goal of 2 birthday boxes per month. Your starter kit comes with enough boxes, labels and letters for 25 boxes. This should be a manageable goal for your team but please note you can turn your request form “off” if needed at anytime to recruit more volunteers.

# After Your First Year

Hopefully after your first year you are feeling comfortable in your role as chapter leader, you have made connections with community social workers and have established a great volunteer team.

After your first year all chapters are required to donate a \$500 annual membership fee to keep your chapter going. This helps cover the costs of boxes (which we provided to you as need) as well as box labels, parent letters and admin costs including but not limited to organizational insurance, legal fees, website costs, financial bookkeeping costs and the donor management system hosting your fundraising page.

This will be taken out of your chapter account on June 1st each year.

# After Your First Year

**Don't worry!** We are here to help you fundraise to ensure you have the annual fee amount in your account each year.

We will host two national fundraising campaigns each year (November and May) that you can participate in with your chapter fundraising page. We will provide you with graphics to share on social media, we will promote on our main media pages and our email newsletter.

The chapter leader webpage also contains a variety of fundraising ideas that are Box of Balloons branded and successfully tested. This fee is not to stress chapters out but to simply help cover the cost so we can continue as an organization and make more birthdays happy!

# Policies & Procedures

In order to maintain our mission and vision, the following policies and procedures must be followed:

- You must always represent Box of Balloons in a positive and professional manner.
- Box of Balloons social media policies need to be followed and adhered to at all times. (see attachment)
- Birthday requests must come from a social worker or community advocate, not directly from parents. Birthday boxes are provided to children 12 and under who otherwise will not received a birthday celebration. (If there is a unique situation with the age of a child please contact Nicole Moll).

# Policies & Procedures

- Boxes provided from the main office are the only boxes that may be used for requests. You can contact the main office to request more boxes.
- Templates provided on the chapter leader webpage are the only printed materials to be used when representing Box of Balloons. These can be edited to fit your chapter but creating a new document is prohibited. (If there is something specific you need for an event please contact our main office).
- The monthly reporting form needs to be filled out by the 5th of every month to document the previous month's birthday boxes. (This is an online reporting form).
- Communication is key! Chapter email needs to be checked every 48 hours at least.

# Policies & Procedures

- Any donation given to your chapter (cash or check) needs to be sent to our main office to be deposited into your chapter account. Donations are tax deductible.
- If you wish to use funds from your chapter account for chapter related activities including but not limited to: party supplies, printed materials, events, logoed items, etc. you must purchase those items and submit a reimbursement form (located on chapter webpage) along with receipts to Nicole Moll. A reimbursement check will be mailed to you within 14 days.
- A reimbursement check will only be issued if your chapter has adequate funds in the account. Reimbursements need to be submitted in the same year items were purchased.

# Policies & Procedures

-A chapter leader agreement must be re-signed every two years.

-We understand that life happens and commitments change, if you for any reason are no longer able to lead your chapter we ask you notify the main office with at least one months notice. We also ask you actively seek a volunteer to take your leadership position so your community is not negatively affected and children in need can still be celebrated.

-We are here to help! Box of Balloons staff will be checking in with you frequently via email or phone call, please respond promptly and don't hesitate to ask questions, give suggestions or ideas.

# BOB Programs...

Here at Box of Balloons we have three main programs outside of individual volunteers donating to birthday boxes. Chapter leaders are expected to support and promote these programs on a consistent basis as a way to celebrate more children in need and involve your community.

Our three main programs include:

- Pledge Your Birthday
- Build-a-Box
- Kids Helping Kids

Each of these programs are well established and have been up and running for quite some time now. Although we like to add in new events, ideas and creativity frequently at Box of Balloons these three programs remain steady and consistent!

(Of course feedback is always welcomed if you have ideas on how to improve these in any way).

# Pledge Your Birthday

Pledge Your Birthday is one of our main projects at Box of Balloons. It is a way for people to support our mission and celebrate children in need on their birthday or their kiddo's birthday. When someone wants to pledge their birthday they can...

- Create a Facebook Fundraiser (done through our main page)
- Collect Party Supplies for your chapter
- Build-a-Box

# Build-a-Box

Our Build A Box program is one of our main projects at Box of Balloons. Although volunteers can sign up to donate just one party supply/item, individuals, groups and businesses can also sign up to build-a-box. This is one of the best ways to get birthday boxes filled for children in need and to involve groups in your community. Some possible build-a-box groups (but not limited to include)...

- Girl Scout Troops & Girls on the Run Groups
- Businesses- it is a great team building activity, many staff teams are looking for simple ways to give back and volunteer
- Church Groups
- Moms Groups
- Classrooms
- Families

# Kids Helping Kids

Box of Balloons believes anyone at any age can get involved, give back and make birthdays happy...including kids! When Box of Balloons started not only did we want to celebrate children in need but we also wanted to provide volunteer opportunities for children and their family. Learning to volunteer and give back at a young age helps foster and create an attitude of kindness and service.

Kids Helping Kids is a special volunteer program at Box of Balloons just for kids learning about the importance of helping others while having fun! There are three easy steps for kids to get involved:

1. Sign up on the website, [www.boxofballoons.org/kids-helping-kids](http://www.boxofballoons.org/kids-helping-kids)
2. Complete three special projects from the list
3. Become a Box of Balloons Kid Ambassador and receive a free gift along with special privileges

# Stay Connected

---

Nicole Moll- Founder and Executive Director  
[boxofballoons@gmail.com](mailto:boxofballoons@gmail.com) - 608-697-7809

Mailing address is: PO Box 28, Sun Prairie, WI 53590

You will be added to our private Chapter Leader Facebook group, please make sure you actively check this group, upload photos here, and reference the files section for needed items. A lot of information for leaders gets posted here!

# Ready to Celebrate!

Thank you for joining our team and believing in the mission to celebrate every child. Being a chapter leader is a big responsibility, you are providing a service to your community, a way to make life better for a child in need. We do not take this responsibility and role lightly.

We are confident you will succeed in this new endeavour, your community will be enhanced and families will be given the hope and happiness they desperately need. As we continue to grow and spread happy birthdays across the country we are still one team, one organization focusing on the same mission so please don't ever hesitate to reach out, ask questions and offer suggestions for improvement.

~Nicole Moll

“

*.. seeing our son's face light up when we received his birthday box made me temporarily forget everything else. Thank you so much. Sometimes you just need the sun to shine for a moment to remind you it won't rain forever.* ”



# Box of Balloons

*and so much more.*

[www.boxofballoons.org](http://www.boxofballoons.org)