

ROADMAP FOR THE SHOE BOX PROJECT

Great that you want to participate in the Shoe box project!
This is how to do it.

I PARTICIPATE AS A PRIVATE PERSON

1 Read the project brochure

In the project brochure you will read:

- The required sizes of the box.
- Items that you can put in the box.

The brochure includes a boy/girl-label: this is to indicate who the box is for.

2 Pay your contribution

For each shoe box we ask you to contribute € 5,- for handling and transport costs. You can pay this in a number of ways: online via schoenendoosactie.nl/betalen, scan the QR code on the shoebox action leaflet or you can pay your contribution directly via: NL83 INGB 0000 3342 43

In the name of: Stichting Global Aid Network Holland (GAIN)

Refer to your customer code

(You can find your customer code on the deposit slip that you have received with the materials)

We prefer you not to bring cash donations to the shoebox action collection points.

3 Hand in your shoebox

Check the list for your closest regional center. Here you can hand in both the shoebox and the deposit slip. Make sure you check the location and time on schoenendoosactie.nl/inleveren shortly before you want to bring the shoe boxes.

Do you know a participating school or church in your neighbourhood? You can ask if you can take your box to that facility.

WE PARTICIPATE AS A GROUP

1 Share the project brochures

In the project brochure you will read:

- The required sizes of the box.
- Items that you can put in the box.

The brochure includes a boy/girl-label: this is to indicate who the box is for.

2 Collect the contributions

For each shoe box we ask you to contribute € 5,- for handling and transport. The participants can donate this in three ways:

- **Online payment:** participants can pay online via schoenendoosactie.nl/betalen or scan the QR code on the shoebox action leaflet.
- **Banktransfer:** participants can transfer the contribution themselves to NL83 INGB 0000 3342 43 in the name of Stichting Global Aid Network Holland (GAIN) mentioning 'Schoenendoosactie'.
- **Cash:** the brochure comes with an envelope. The participants can put their contribution in the envelope in cash and give it to you.

Note: All participants register on the envelope how they have paid the money. Each participants will therefore give you an envelope.

We ask you, as the person in charge, to:

- Empty the envelopes and transfer the money as described above, mentioning the customer code on your deposit slip.
- Register the number of boxes for which the donation is paid online or via bank transfer by the participants themselves on the deposit slip.

We prefer not to receive cash donations at the shoebox collection points.

3 Hand in the shoe boxes

Pick a date and location so all participants can hand in their boxes at the same place. For instance a school or in the church. Are all boxes collected? Check the list with collection centers for a regional collection center in your neighbourhood. Deliver the boxes there and include the deposit slip.

Make sure you check the location and time on schoenendoosactie.nl/inleveren shortly before you hand in the shoeboxes.

CELEBRATE THE SHOE BOX PROJECT!

Are you organizing the project for a group, or do you want to make something special of it for your family?

These suggestions will help you to make the best of it.

CHECK OUR DOWNLOADS



On schoenendoosactie.nl you will find all kind of additional materials for this project like:

- Coloring page to complete during the project in for instance the children's church.
- Message in a shoebox: a sheet on which each child can present itself to the recipient.
- Presentation materials like a powerpoint presentation, a press release and a template letter for parents/guardians of participating children.
- Teaching materials like information about the project, video's and pictures.
- Extra boy/girl-labels for the shoe boxes.

USEFUL TIPS & TRICKS



- Launch the project with a special event like a week opening, a celebration or a club night.
- Prepare a filled shoe box so the children will be able to see what should go in the box.
- Collect extra materials (the items that are mentioned in the brochure). You can add these to the boxes if necessary.

SHARE YOUR STORY



Let others know how your project is proceeding! Share your story with (one of) the hashtags **#schoenendoosactie** **#vuleendoos** **#geefeenschat**, so everyone can celebrate with you.

On Facebook and Instagram you will find the latest news and you can follow the project. **@schoenendoosactie**