Dear Friends,

Welcome to the Inova Children’s Hospital Toy Drive Kit!

I am so grateful for your inquiry into our program! We appreciate your interest in hosting a toy drive for the children we provide award-winning care to.

For your convenience, this kit includes tips to make your toy drive a success, a wish list to help guide your participants and a toy drive flyer to help spread the word. For safety reasons we ask that you be sure all donated items are new and unwrapped.

If anyone would like to make a financial donation, please make checks payable to Inova Children’s Hospital and list “Child Life Service” in the memo line OR visit www.inova.org/supportchildlife and make a donation online. These donations fund our Child Life Program which provides supportive programming, entertainment and education for the children while they are with us.

Once you’ve gathered all of your donations, please contact us to coordinate your delivery at ichdonations@inova.org or 703.776.7149.

Helpful hints for a successful toy drive:

**Location! Location! Location!** Make sure your toy drop off box is in a high foot-traffic area, such as a main office or entrance lobby.

**Spread the Word!** Tell everyone you know, every way you can! Some examples on how to get the word out are newsletters, social media announcements and office e-mail. Attached in the Toy Drive Kit is a toy drive flyer template for your use.

**Don’t forget to have fun!** Have a Kick-Off party to encourage participation in the toy drive or an End of Toy Drive party to celebrate all the toys collected.

Please feel free to contact me for any additional information and once again, thank you for hosting a toy drive for Inova Children’s Hospital and I wish you success!

Sincerely,

Taylor Tomczyk
Gift In-kind Coordinator
Inova Children’s Hospital
Bring a smile to the face of a child!

Donate a new unwrapped toy to our toy drive to benefit the children of

INOVAX®
Children’s Hospital

Items are needed for children of all ages.

Drop your toys off at our collection box,

Located at ____________________________.

Between _______ and _______

For more information contact:

________________________________

________________________________
Gifts-in-Kind: Non-monetary items of tangible personal property such as art, collectibles, books, equipment, automobiles, other assets or materials which represent value to Inova and the Foundation. (This policy does not cover gifts of real estate or securities.)

INSTRUCTIONS:

1) In order to accept a gift-in-kind donation, the following is required:
   a) Gift must be related to the healthcare mission of Inova Health Foundation
   b) This Gift-in-Kind Donation form must be completed and forwarded to the Foundation at Cambridge Court.
   c) If the item(s) is valued at over $5,000 and the donor wishes to take a charitable tax deduction:
      ▪ An appraisal performed by an independent, certified appraiser, arranged for and paid for by the donor, of any
        item or group of similar items valued at over $5,000
      ▪ IRS tax form 8283, signed by the President & CEO or the CFO of Inova Health Foundation if the item is
        valued at over $5,000
   d) This item must be physically delivered to the Foundation or the recipient department. This delivery is the
      responsibility of the donor, and the expense of delivery is incurred by the donor.

2) Once the item(s) and completed form have been received, the gift will be acknowledged. Inova Health Foundation
   does not acknowledge the value of the donation; that is solely between the donor and their tax adviser. An
   acknowledgement letter will state that a gift-in-kind donation of [item description] has been received. The date on
   which it is physically received will be considered to be the date of the charitable contribution.

3) Final acceptance and approval of this gift-in-kind donation is the responsibility of the Vice President for Development
   of the Inova Health Foundation, whose signature is required on this form to finalize the donation.

4) If the item requires storage space, the cost of storage space will be incurred by the department receiving the gift.

Please print or type the following information

Date: ___________________________  □ Auction item?  □ Record of a Minor?

Description of gift: ___________________________  Quantity: __________

Estimated value of gift (by donor): __________  IRS Form 8283 is attached (if value over $5000) □ Yes □ No

Intended purpose of gift (which department/program will receive gift): ___________________________

Signature of donor ___________________________

[letter of gift or other documentation may be supplied in lieu of signature]

Donor’s name ___________________________

Contact (if a corporate gift) ___________________________

Donor’s address ___________________________

Street ___________________________

(City, State, Zip) (Telephone) ___________________________

(Email address)

To be completed by department receiving donation

Submitted by: ___________________________  Title: ___________________________

Department: ___________________________  Facility: ___________________________

Phone #: ___________________________

If you have any questions, please contact the Foundation Office at (703) 289-2064
Completed forms should be faxed to (703) 289-2073 or sent via interoffice mail to Cambridge Court,
Foundation

Foundation Acceptance and Approval: ___________________________  Date: ___________________________

VP for Development/Designee
IN-KIND GIFT POLICIES

Your gifts of new toys and other new gifts go a long way toward brightening a hospital stay for our patients and families. Due to issues regarding patient confidentiality, infection control, and security please note the following donation guidelines:

- All items need to be new and clean.
- We cannot accept violent toys or violent video games (i.e. guns, weapons, military, etc.)
- We cannot accept religious items (i.e. bibles, crosses, etc.)
- Fire regulations forbid electrical, spark-producing, or friction-producing toys.
- Toys should not have parts that can pinch fingers and toes or catch hair.
- Any glue or paint in craft kits must be non-toxic.
- No toys should be made of glass or brittle plastic.
- Please inquire before making any food donations.
- Please refrain from sending signs, artwork, etc.
- Please refrain from sending cards, notes or letters.
- Please do not wrap gifts. Safety regulations require even labeled gifts to be checked for gift appropriateness.

For donation ideas, check out our Amazon Wish List: https://amzn.com/w/1VD6UT6TKZLGH

Thank you for your support of Inova Children’s Hospital!
Thank you for thinking of the children at Inova Children's Hospital! Below are some suggestions of things that we currently need at the hospital. These items provide comfort, security and happiness to our patients during their stay.

**Comfort Items**
- Journals
- Crib Mirrors
- Fleece blankets (throw blanket size)
- Bouncy Seats
- Baby clothing (Infant and Preemie)
- Baby/Toddler bows/headbands

**Toys and distraction items**
- Playing Cards
- Fisher Price Little People Play sets and Accessories
- Baby dolls
- Duplo Lego Sets
- Infant rattles
- All-plastic infant and toddler toys
- Mobiles for cribs
- Light-up toys/sound toys
- Fisher Price crib soothers
- Uno cards
- Small Lego sets & small Lego friends sets
- Infant links
- Lego bricks (big boxes of general legos)
- Matchbox cars
- Barbie’s
- Action Figures (Superman, Spiderman, Etc.)
- My Little Pony
- 3-D Metal Model Kits
- Playdoh and Playdoh tools

**Gift Cards**
- Target, Walmart, Michael's, iTunes; these are used for birthday gifts and to restock toy closet.
- Panera gift cards

**Books**
- Picture books
- Children's books in English, Spanish and Arabic
- Board books for infants
- Sound button books
- Puzzle/Activity books for various ages

**Electronics**
- XBOX 360 games- E, E10, T
- DVD movies rated PG-13 or less- English, Spanish and Arabic (new or gently used)
- Portable DVD players
- Phone chargers
- iPad Chargers

**Care Items**
- Make-up kits
- Hair Brushes
- Lip Balm (fruity)
- Character Band-Aids (Latex free if possible)
- Travel size deodorant, kid toothpaste, toothbrush, shampoo, conditioner and body wash
- Hair detangling spray
- Nail Polish

Please contact Taylor Tomczyk if you have any questions at: ichdonations@inova.org

Please note that all items MUST be brand new. Please refrain from gift wrapping donations.