

Remote Volunteering from Home or Business Instructions for the Happy Birthday Box

Everyone deserves to be celebrated on their birthday!

This remote volunteer project is designed to give a bit of joy to families who may be experiencing struggles that make birthday celebrations a luxury they can't afford. Below are instructions to create the birthday box at your home, school or office.

This project is a great assembly line project for break rooms, classrooms and for families to do together!

STEP 1 GATHER SUPPLIES AND ASSEMBLE!

Supplies you will need to purchase or procure:

- 9 x 13 foil cake pan with lid
- Vanilla, chocolate, strawberry or confetti cake mix
- Frosting for the cake
- 12 oz can of sprite or lemon lime soda
- Candles
- Ribbon and clear tape to tie the cake pan and lid when complete
- Card board or posterboard for sturdiness



Extra items you can include: (As long as it all fits nicely in your tin)

- Party plates, napkins, utensils, or party table cloth
- Streamer or Happy Birthday banner
- Noise makers like blowouts
- Birthday card - You can make it and wish whomever receives the box a happy birthday or leave it blank for them to give to the birthday person.

No balloons, please and thank you! They are choking hazards for the babies and toddlers.

Happy Birthday Box Volunteer Instructions

STEP 2 PRINT AND SCHEDULE

Print page 3. There are two instructions sheets per page for ease of printing if you need multiple copies for the kits you assemble. Place one half sheet in each Happy Birthday Box you create.

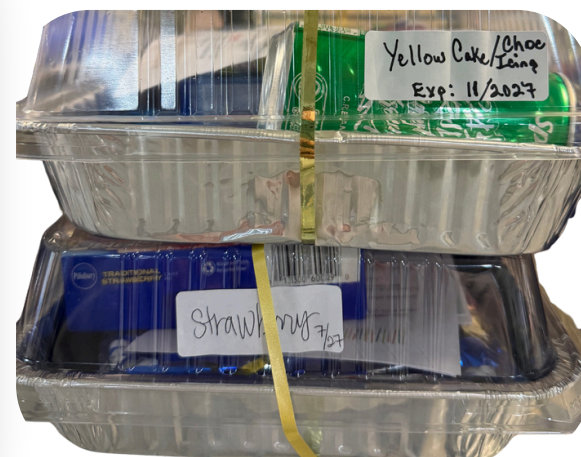
Print off page 4. It is the volunteer form. Fill it out and bring with you when dropping off the completed project you scheduled with Alejandra. Only one form needs to be filled out per volunteer event, not for each person(s) in the group.

Thank you for bringing joy to the families we are privileged to serve. This project is great for any age to participate.
If you have questions, or to **schedule your donation drop off, please email alejandravillar@infantcrisis.org**

TIPS and TRICKS

Place a cake pan size piece of cardboard on the top and bottom of the tin pan for sturdiness before tying if your pan seems flimsy with heavy items in the pan. It makes transporting them easier as well.

Add a tag on the ribbon, or use a piece of tape let us know what flavor the cake is. Especially, if it is gluten free. Simply add a piece of masking tape or create a removable tag on the lid with flavor and expiration date.



HAPPY BIRTHDAY BOX

INSIDE YOUR BOX, YOU WILL FIND EVERYTHING YOU NEED FOR A LITTLE BIRTHDAY CELEBRATION:

- CAKE MIX
- FROSTING
- BIRTHDAY CANDLES
- CAN OF LEMON LIME SODA
- A PAN WITH LID

YOU CAN MAKE A DELICIOUS CAKE WITH OUT EGGS AND OIL~

EASY SODA CAKE INSTRUCTIONS

1. PREHEAT OVEN TO 350 DEGREES- OR THE TEMP ON CAKE BOX INSTRUCTIONS
2. EMPTY CAKE MIX INTO PAN PROVIDED
3. ADD ONE FULL CAN OF 12 OZ LEMON LIME SODA
4. STIR WELL UNTIL BATTER IS SMOOTH
5. BAKE ACCORDING TO THE TIME ON THE CAKE MIX BOX.
(USUALLY 25-35 MINUTES) INSERT TOOTHPICK. IF IT COMES OUT CLEAN, IT IS DONE.
6. LET COOL COMPLETELY, THEN SPREAD FROSTING AND ADD CANDLES!

A LITTLE NOTE

WE HOPE THIS BIRTHDAY BOX BRINGS A LITTLE JOY TO A VERY SPECIAL DAY. PLEASE KNOW, YOU ARE CARED FOR AND YOUR SPECIAL DAY MATTERS! HAPPY BIRTHDAY!



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BIRTHDAY BOX VOLUNTEER FORM

PLEASE TURN THIS FORM IN WITH YOUR VOLUNTEER PROJECT

EMAIL [ALEJANDRAVILLAR@INFANTCRISIS.ORG](mailto:alejandravillar@infantcrisis.org) TO SCHEDULE YOUR DROP-OFF TIME AT OUR LOCATION WHEN YOUR PROJECT IS FINISHED. 4224 N. LINCOLN BLVD. OKLAHOMA CITY, OK 73105

COMPLETE THIS FORM: (IF YOU ARE A GROUP OR BUSINESS PLEASE LIST THE GROUP NAME AND CONTACT PERSON.)

Name: _____

Date: _____

Email: _____

NUMBER OF VOLUNTEERS WHO WORKED ON THIS PROJECT: _____

HOW MANY HOURS DID YOU WORK ON THIS PROJECT TO COMPLETE IT? _____

HOW MANY BIRTHDAY BOXES DID YOU COMPLETE? _____

THANK YOU FOR VOLUNTEERING YOUR TIME AND DOUBLING YOUR IMPACT BY DONATING THE ITEMS TO
MAKE SOMEONE'S DAY VERY SPECIAL.

WE TRACK AND REPORT OUR VOLUNTEER NUMBERS FOR GRANTS. YOUR VOLUNTEER PARTICIPATION COULD POTENTIALLY
HELP US SECURE ADDITIONAL FUNDING TO CONTINUE OUR MISSION TO FEED AND DIAPER OKLAHOMA BABIES AND TODDLERS!

THANK YOU AGAIN FOR HELPING THE FAMILIES WE SERVE IN MULTIPLE WAYS!