

cardsforhospitalizedkids



Below is a general checklist for hosting your own card-making event for Cards for Hospitalized Kids.

1. General Planning:

First, it's helpful to establish general planning such as: the type of event, the size, and location. There are no requirements for how big a card-making event must be. CFHK has had individuals and groups host events of all different sizes—from small group events, to school-wide events, to card-making events at large scale corporate conferences and so on. The event can be as large or small as you'd like it to be. It's entirely up to you!

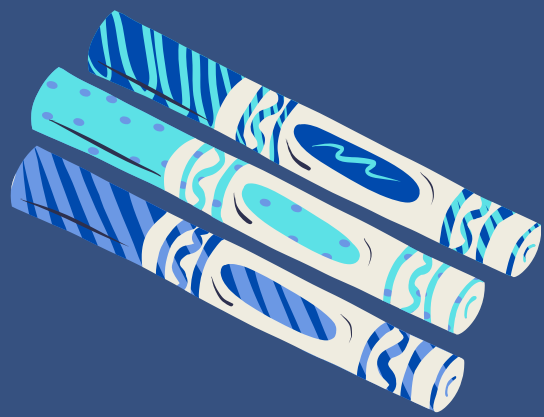
Schools and companies sometimes opt to incorporate card-making for CFHK into a pre-planned event (such as a company conference or annual school event). This is an option as well.

Next, you'll want to pick a date for your event and a location. Card-making events can be hosted anywhere, as well as virtually. If you're looking to host an event on a larger scale and need to secure a bigger space, you may want to consider reaching out to local libraries, community centers, or other local establishments to request to hold the event there. Individuals and groups have had success with this in the past.

2. Gather Supplies:

After determining the size and location, you'll need to obtain supplies for the event. There are really only two supplies that are absolutely necessary: paper-- to make cards—and some type of writing utensils to write/color with. Often, people choose to have additional supplies such as: stickers, letters, characters, etc., but these are not required.

In the past, students and community groups have sometimes asked local stores or local charities to donate supplies for their event. Extra-curricular groups have sometimes also asked their school to borrow supplies for their event.



3. Review CFHK's Card-Making Guidelines:

Next, you'll want to review the CFHK card-making guidelines and familiarize yourself with them prior to your event. CFHK has printable versions of the guidelines, as well as supplemental files that provide additional background and info on CFHK, which schools and companies have often found to be helpful for events. These can be downloaded on the "event files" page of the CFHK website at this link:

www.cardsforhospitalizedkids.com/eventfiles

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4. Promote the Event:

You're welcome to use the CFHK Logo in promotional posts or materials for the event as others have in the past. Examples can be found on our social media pages.

Groups sometimes also choose to let local media know of their event. If you'd like to let local media know of your card-making event for CFHK, you can certainly do so! Over the years, there have been many local stories of groups making cards for CFHK. These stories are always incredibly heartwarming and help inspire others to make cards, too! CFHK is happy to help with drafting a press release and sending the release to local outlets as well. If you'd like assistance with this, email Nina@CardsForHospitalizedKids.com with "local media" in the subject line.



4. Contact CFHK with any Questions:

Please feel free to reach out to our team with any questions. You can contact us via email at info@cardsforhospitalizedkids.com or via the contact form on our website, www.cardsforhospitalizedkids.com.

If you need CFHK to complete any forms for service hours, we are happy to. Many companies will match employees' time spent volunteering, making cards, with deduction via Benevity or other platform. CFHK is registered on Benevity. We are always happy to complete any paperwork for this process or other platform.

5. Consider Sharing Event Photos with CFHK

While it may seem simple, connecting on social media is another way to help. Social media is the #1 way people learn about CFHK and helped build CFHK into what it is today. Connecting and/or sharing photos of card-making efforts is ultimately very helpful in inspiring others to make cards too.

You can share photos of your event and tag us and/or share photos with us via email. We greatly appreciate this and it's very helpful towards inspiring others to make cards too.



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