

Riley Cheer Guild Donation Instructions

Cheer Guild Office – 317-944-8705

Toy Room – 317-944-9430

1. When planning a work day, call the toy room to see where the largest need is at that point in time.
2. Call the Toy Room to schedule a drop off so someone can meet you. This also helps the Toy Room volunteers better manage the inventory.
3. Fill out the donation form and turn it in with the donations.
4. When you send in homemade items, be conscientious of **removing all pins** from your items. All homemade items are screened in X-Ray to verify the safety of these items. Shockingly, pins have been found. Make your item **SAFE** and scrutinize your work for pins.
5. Puppy pillows need to be donated with **no faces**. Volunteers in the toy room will draw the faces using the approved pattern and non-toxic pens.
6. Consider touring the Toy Room or taking a general Hospital Tour. It takes 45-60 minutes and parking passes can be provided.
7. Materials for handmade items need to be new and free of odors/pet hairs.
8. Wash all fabrics.
9. Select fabrics appropriate for all age patients.
10. Please use bright colors (no Black) for quilts and fleece blankets.
11. Fleece blankets are to be only one layer.
12. Patterns are available for all approved donation items. Call the Cheer Guild Office to have patterns sent to you.
13. Each Homemaker Club is encouraged to form a Cheer Guild Chapter. The annual cost is \$25.00 per club. Applications can be found online.
14. Homemakers can join the Cheer Guild as individual members. The cost is \$25.00 per person. Applications can be found online.

Updated 6/16