



Basket Brigade
BRISBANE

The Ultimate Guide

Everything you want (or need) to know about who we are, what we do and how you can get involved

*Putting smiles on the faces and hearts of
thousands at Christmas*

Website - <https://www.brisbanebasketbrigade.com>

Facebook - <https://www.facebook.com/BrisbaneBasketBrigade>

LinkedIn - <https://www.linkedin.com/company/brisbane-basket-brigade-christmas-charity/>

TABLE OF CONTENTS

- 3** A word from the 2021 Brisbane Basket Brigade Committee
- 5** Who are we?
- 6** The benefits of Volunteering

WHO CAN GET INVOLVED?

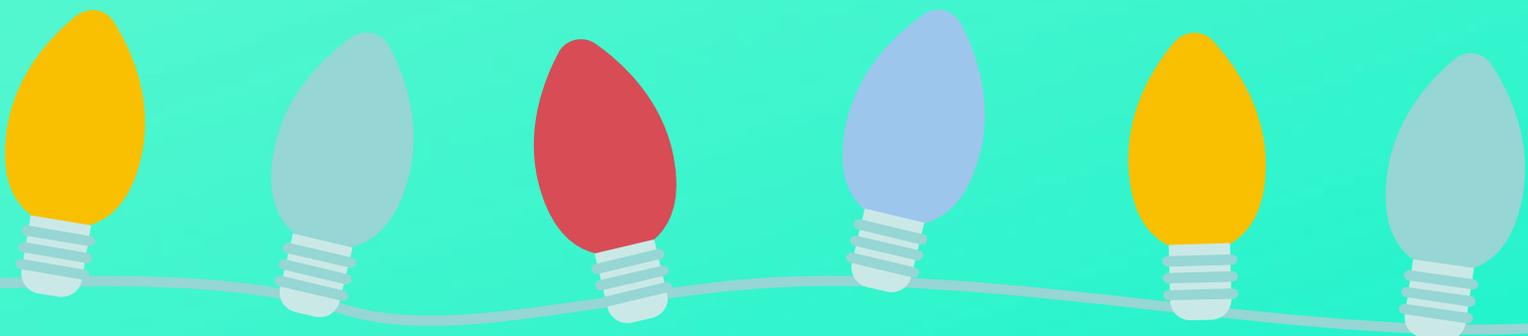
- 7** Individuals and their families
- 7** Corporate Organisations and Community Groups
- 8** Schools (Primary and Secondary)
- 8** Charities, NFPs - Become a recipient nominator

OUR PROGRAMS

- 9** How to become a recipient nominator & FAQs
- 11** The Basket Buddies Program & FAQs
- 14** The Wishing Tree Program & FAQs
- 16** The Donation Station Program & FAQs
- 18** The Wrapping Materials Program & FAQs
- 20** School Program & FAQs
- 22** Corporate Packing Day & FAQs
- 24** Community Packing Weekend Program & FAQs
- 26** Community Packing Weekend Delivery Drivers Program & FAQs

OTHER INITIATIVES AND DETAILS

- 28** Giving Tuesday
- 29** Sponsorship Opportunities
- 30** Fundraising &/or Donations
- 31** General FAQs & Troubleshooting
- 32** Thank you to our supporters
- 33** Contact Details





A word from the 2021 Brisbane Basket Brigade Committee

From humble beginnings the Brisbane Basket Brigade continues to grow each year. As a committee we're very proud of the amazing community of volunteers and supporters we have managed to create that continue to support or join our programs each year.

We know that the events of 2020 and beyond will continue to see an increase in the number of people within our community that could use a helping hand. However, we also know that if there is one positive to come from recent events, it's that Brisbane has embraced its sense of community like never before and people are looking for ways to reach out and help. The Brisbane Basket Brigade provide grocery bags (baskets) of non-perishable food and a box (basket) of gifts with at least one age-appropriate gift per person in the household, including the family pet (plus often extra goodies for the whole household) to families, singles and the homeless doing it tough in the Greater Brisbane area just before Christmas.

Although 2020 was without a doubt our most challenging to date, we had over 2,000 volunteers come together to help sort, wrap, pack and deliver Christmas Baskets to 1,530 households in the greater Brisbane area, reaching over 4,700 recipients in need. In addition, 390 homeless baskets were also delivered to our friends on the street. It total over 12,000 gifts were wrapped and over 3,700 shopping bags of food were distributed, equating to approximately 30 tonnes of food and gifts. Our goal each year is to increase by a whopping 20%. We're confident but we need your help!

This Ultimate Guide is a comprehensive overview of the programs and initiatives that Brisbane Basket Brigade run each year to help compile our baskets ready for distribution to our recipients just before Christmas and how you, your family, workplace, community group or school can get involved.

We couldn't do the work we do without our amazing community and corporate volunteers. We've tried to make sure that our programs make it possible for each and any person to volunteer and contribute in their own way, regardless of how little or how much they want to contribute. It doesn't matter if you are looking to volunteer as an individual, a family, a corporate company, a community group or a school or classroom, we know that you'll find one of our programs that aligns with how you wish to contribute. In the following pages you'll find all the details of how you can get involved and the details of each of our programs. The coolest thing is that all of our programs, with the exception of our Corporate Packing Day, are 100% free to join.

Our program sign up links are provided exclusively in our monthly newsletters. To receive our newsletter and exclusive access to the programs, you can [sign up here](#).



Our program launch dates each year are as follows.

Basket Buddies Program	Registrations open late July
<u>Corporate and Group Programs</u> Wishing Tree Program Donation Station Program Wrapping Materials Program Schools Program	Registrations open 1 September
Corporate Packing Day	Registrations open 1 October
<u>Community Volunteers Packing Weekend</u> Community Packing Weekend event tickets Community Packing Weekend Delivery Driver event tickets	Registrations open 1 November

If you are signing up to our newsletter for exclusive access to the registration links after the launch date of any program your welcome email will provide the links to the registration pages. If you have any questions not already covered in this Ultimate Guide about any of the programs you can find direct emails to each of the program coordinators on the last page of this Ultimate Guide. Feel free to email through any additional queries you have to the relevant program coordinator.

You can also follow us on Facebook or LinkedIn on the links below to keep up to date. Keep in mind that registration links will not be published on these platforms though and are only available via the newsletter.

Facebook - <https://www.facebook.com/BrisbaneBasketBrigade>

LinkedIn - <https://www.linkedin.com/company/brisbane-basket-brigade-christmas-charity/>

We'd love to have you on board as we work towards putting smiles on the faces and hearts of 1,000s this Christmas!

With best wishes

The 2021 Brisbane Basket Brigade Committee



Who are we?

About the Brisbane Basket Brigade

Since 1995, throughout the Christmas season, the Brisbane Basket Brigade of the Magic Moments Foundation have worked with grassroot charities and organisations as well as professionals in the healthcare, education and training and employment sector to anonymously deliver food, clothing, toys and hope to those who need it most! The Brisbane Basket Brigade is part of a not-for-profit national charity run entirely by volunteers through the Magic Moments Foundation.

Basket Brigades exist all around the world and we are proud to say that 98-99% of all funds raised by the Brisbane Basket Brigade are returned right back to the Brisbane and surrounding communities. We are a non-religious, non-political organisation, bringing together like-minded people who have a passion to help those in their local community.

The Brisbane Basket Brigade is built on the simple notion that one small act of generosity on the part of one caring person can transform the lives of hundreds, specifically at Christmas time. It's about volunteers helping those who have fallen on hard times or those who might need to be reminded that someone cares. It's about making sure that Christmas is full of love and the spirit of giving for everyone.

We are proud to say that in Brisbane we support over 70 local grassroot charities plus numerous professionals in the healthcare and school environments together with organisations directly helping the disadvantaged through training and employment (collectively called our recipient nominators) who nominate our recipients and that all donations, gifts and funds raised by the Brisbane Basket Brigade are returned back to our very own greater Brisbane community.

Our Committee of volunteers deliberately seek out recipients, via our many and varied recipient nominators, who might otherwise fall through the cracks and not seek help – children, women, families, the elderly, the hungry, refugees and the homeless.

Our Motivation

We believe it is important to share our blessings with families who may not have food for their table or gifts for under their tree during the holiday season. While the food and gift baskets we deliver may seem simple and ordinary, the seeds we plant in the lives of the people who receive our baskets have an extraordinary impact.

The only thing we ask of the recipients who receive the food and gift baskets is that, when the time comes and if they are able to, that they pay it forward and show the same level of kindness and generosity to another family.

The fruits of our actions are visible every year in the growth of the MMF Basket Brigades across Australia with chapters all over the country as well as thousands of volunteers participating in raising funds, gathering donations, collecting food, toys and other items to give to our recipients. The most powerful display of the power of the Brigades is our loyal volunteers that return year in year out. We've also had new volunteers show up to help that were once recipients of a basket themselves, embracing the pay it forward mentality.

About the Magic Moments Foundation (MMF)

The Magic Moments Foundation is a non-profit organisation formed to create a community of caring volunteers who are committed to consistently reaching and assisting people who are often overlooked by society. MMF is also focused on supporting people to grow their own skills, in particular the youth in our communities, to become contributing members of their own communities.

The MMF turns hope into reality. Our mission is to arm people with the knowledge, skills and support to enable them to become the person they need to be and to have the life they dream of having.

As a registered Australian Charity with DGR status we do adhere to the legal requirements as set down under Australian Law.

For more information visit www.magicmoments.org.au



The benefits of Volunteering

There are so many benefits to volunteering and/or partnering with the Brisbane Basket Brigade.

Volunteering always opens the way to start the conversation of how you can give back to the community and to recognise the struggles that others may be facing. It's an opportunity for a conversation between colleagues, parents and their children, school and community groups and a chance to advocate and help promote change, inclusion and assistance within our very own community.

As a group, organisation or school, getting involved in a charity within your own community is a great way to boost morale and to reinforce your core goals and values. Providing an opportunity to participate in volunteer events gives everyone the satisfaction of giving back to the very community that they live, work and operate in.

We know that volunteering with the Brisbane Basket Brigade will provide an immediate impact to those in need in the greater Brisbane area this Christmas and believe that it will provide each and every volunteer with lasting memories, benefits and goodwill.

Some of the benefits of partnering with Brisbane Basket Brigade as a group, organisation or school may include:

- aligning with a trusted non-profit, non-political and non-religious organisation to help boost your group's reputation and credibility which can in turn enhance community, customer and group loyalty;
- providing volunteering opportunities as a group can help attract, motivate and boost the morale of all your participants;
- potentially increasing your brand awareness to a new audience through logo inclusion, advertisement, as well as print and signage marketing opportunities (see our sponsorship opportunities below);
- gaining greater positive PR opportunities through your commitment to supporting a meaningful, local, community-based cause; and
- helping you achieve or instil your Corporate Social Responsibility objectives.

Other than that it just feels so damn good to give back and know that you've made a difference!





There are so many different ways that you can get involved and support the Brisbane Basket Brigade. Although a lot of our programs are aimed primarily at certain individuals, groups, schools or organisations, the programs are all interchangeable and any individual, organisation, group or school can nominate for any (or more than one) program and adapt the program to suit their needs and the size of their group. We encourage you to be creative with joining our programs and set out some ideas below that may help.

Individuals and their families

Our signature programs for individuals and their families are:

- The Basket Buddies Program
- Community Packing Weekend Volunteers
- Community Packing Weekend Delivery Drivers

However, individuals may also be interested in:

- coordinating their own workplace wishing tree, donation station or wrapping materials programs
- arranging a group of friends/family or their community group to participate collectively in the Basket Buddies program, a wishing tree program, a donation station program or a wrapping materials program
- encouraging their children/children's school to participate in the schools programs (either through their P&C Committee or the School Administration Team)

Corporate organisations and community groups

Whether you're a small office of just a couple of people wanting to run your own internal gifting program or a large company/retail chain/gym/factory that wants to collaborate with your clients and customers, we have a program that is sure to fit.

Our signature programs for our corporate organisations are as followings:

- Wishing Tree Program
- Donation Station Program
- Wrapping Materials Program
- Packing Weekend - Corporate Packing Day (PAID event)

For each of the above programs we also provide free access to resources to help support you in running your programs. You aren't just limited to these programs though. You could also consider:

- Joining The Basket Buddies Program and pledging multiple baskets to be purchased by smaller teams throughout your organisation
- Running a 'Free Dress Day' or fundraising activity to support your nominated program such as a roll of wrapping paper instead of a gold coin
- If you are hosting a Christmas party prior to our annual packing weekend you could do a drive of a 'charity toy donation' ticket price

You could also consider running programs across multiple locations, branches or providing a little friendly competition between teams and/or locations.



Basket Brigade
BRISBANE

Schools (Primary and Secondary)

Our signature programs for our primary/secondary schools are as follows:

- Primary/Secondary School Personal Care (Toiletry) Drive
- Secondary School Adolescent Gift Drive

You could also consider running one of the following programs:

- Donation Station Program
- Wrapping Materials Program

If you're looking for a smaller, classroom size program you could also sign up an entire classroom to build a Basket Buddies pledge.

Although not a separate program we also have colouring in templates for junior primary school which we use to decorate our gift baskets for gifts. See the school programs list below for further details.

Become a recipient nominator

See the next page for all information on how to become involved with the Brisbane Basket Brigade as a nominator of recipients who will receive our baskets.

We accept nominations from:

- Local grassroot charities that service the greater Brisbane area
- Professional healthcare professionals that work with the disadvantaged
- Professional teachers and school chaplains that work with the disadvantaged
- Training organisations that provide programs to the disadvantaged or marginalised



NOMINATIONS



Basket Brigade
BRISBANE

How to become a recipient nominator

At Brisbane Basket Brigade we work with local based grassroots charities and organisations as well as professionals in the healthcare, education and training and employment sector. These are collectively known as our nominating organisations and they assist the Brisbane Basket Brigade in the identification of families who may need support around Christmas time. We ask them to nominate recipients who might otherwise fall through the cracks and do not seek or receive help from larger organisations. We seek recipients who need to know they are not alone within the community, those who may be facing financial and/or personal adversity and would be really lifted by receiving a Christmas basket. The Brisbane Basket Brigade then facilitates the anonymous delivery of baskets filled with food, toys, gifts and hope just in time for Christmas.

If you are interested in nominating recipients then please first read through the FAQs noted below. You can apply by sending an email to the recipient coordinator at BBB.Recipients@magicmoments.org.au with the following details:

- Your name and the organisation or profession you represent
- An overview of the organisation or profession you represent and the types of vulnerable people that you look after
- Your reasons for wanting to nominate.

Please do not include any specific information or identifying details of your intended recipients in your request, just an overview of the types of people you wish to support and your reasons for asking them to be considered.

We accept nominations from:

- Local grassroots charities that service the greater Brisbane area
- Professional healthcare professionals that work with the disadvantaged
- Professional teachers and school chaplains that work with the disadvantaged
- Training organisations that provide programs to the disadvantaged or marginalised

IMPORTANT DATES

Expressions of Interest email sent asking recipient organisations to register their interest in nominating for the upcoming Christmas program	Invitations sent 1 October
Nomination form sent via email	Last week of October
Nomination forms and all forms completed	3 weeks before packing weekend (approx the middle-end of October)
Collection and distribution of baskets to recipients	Day 3 of our Packing Weekend (early-mid December)



Email: BBB.Recipients@magicmoments.org.au



Frequently Asked Questions for Recipient Nominators

1 - How do you choose who participates?

We welcome all nominating organisations and will endeavour to support any recipient nominator that applies. All recipient nominators must agree to our mission that all baskets are delivered anonymously from someone who cares, not as a gift from any particular organisation (including their own) or professional group or institution.

2 - How many spots are available per nominating recipient?

The number of baskets allocated to each nominating recipient is dependent on the capacity of the Brisbane Basket Brigade for the current year and the number and size of organisations wishing to nominate. Your allocation will be communicated to your organisation via your nomination form. If you wish to nominate additional recipients then you are able to do so and BBB will endeavour to meet these requests however it will be dependent on capacity. Keep in mind that each single nomination is for 1 household, regardless of the number of occupants. Large families are considered as 1 nomination, as is a single recipient in their own residence.

3 - What will the recipients receive?

Every family/household nominated will receive a Christmas Basket containing:

- Two shopping bags of food and Christmas items
- A box of age & gender appropriate gifts for all identified family members, including the family dog/cat (if included on the nomination form)
- A note indicating that this is 'An anonymous gift from a friend who cares!'

4- What area/location must the recipient be located in in order to be included?

The Brisbane Basket Brigade service the greater Brisbane area. This includes from Caboolture to Beenleigh, Cleveland to Ipswich, out to Nanango and everything in between. If recipients are located outside of these areas we also have a sister Basket Brigade on the Gold Coast that may be able to assist you. Nominating organisations also have the option of collecting baskets from our packing weekend venue to deliver to their recipients outside of our delivery areas.

5- What details are required to be provided for each nomination?

For each nomination Brisbane Basket Brigade requires:

- (a) The full name of at least one adult in the household for delivery of the basket
- (b) A list of the number of people in the household and their relevant age groups and gender so we can include an appropriate gift
- (c) Whether they have a family dog or cat so we can include a small gift for them also
- (d) A delivery address for their basket (see also below)

6 - What privacy considerations are there in place?

The details of each nomination are provided only to the recipient coordinator and to the volunteer delivering the baskets on the day. We respect the recipients' need for privacy and we do not require recipients full names to be provided if the organisation is collecting from our packing venue. FOR EXAMPLE: John Smith can be listed as Mr. S or John (or an alias if appropriate).

7 - Our organisation deals with extremely vulnerable people and we are not in a position to share address or contact information. Can we still participate?

Yes! Nominating organisations unable to provide delivery information have the option of collecting their baskets from our packing weekend venue. Details for pick ups will be provided to nominating organisations in their nominating form email. Please note as a volunteer organisation we are unable to facilitate these pick ups outside of our packing weekend window. All pick ups will need to be completed on either the Saturday or Sunday of that weekend. BBB cannot facilitate large deliveries of xmas baskets directly to organisations. If there are any safety concerns in regards to volunteers delivering to the recipient(s), the nominating organisation MUST make us aware of the situation and organise collection from our packing weekend venue.

8 - Our organisation deals with the homeless. How can we participate when we do not have physical addresses for recipients?

We have specific bags that are allocated for all of our friends on the street that fit into 1 bag and include a couple of small gifts. Homeless bags are available for pick up from our packing weekend venue on either the Saturday or Sunday of that weekend. For further details contact our recipient coordinator at BBB.Recipients@magicmoments.org.au. If you have vulnerable recipients see number 6 above. Please just let the coordinator know that your intended recipients would receive the homeless baskets.

9 - Are we able to receive only food baskets or only gift baskets for our recipients instead of both?

Absolutely. Please make this clear in your request to nominate.



The Basket Buddies Program

What is the Basket Buddies Program?

Basket Buddies is a community of volunteers across the greater Brisbane area who are willing to add an extra item or two to their shopping basket each week leading up to Christmas to make up a specific basket of food which is then anonymously delivered to our recipients just in time for Christmas.

Following our specific shopping lists, by early-December you'll have one to two full shopping bags (baskets) of food ready to give to someone in need, depending on which basket you pledge, being a family basket, a singles basket or a basket for one of our friends on the street. The items on the shopping lists are things that won't break the bank, like canned veggies, pasta and small treats. Items that we take for granted but that will mean the world to our recipients.

The baskets are compiled and then delivered by you to a range of various locations throughout Brisbane in early-mid December.

Our basket goals for each category increase each year as the charity grows. In 2020 we collected over 1,700 baskets. In 2021 we have set a goal of 2,050 baskets between our three categories.

We can't do it without your help!

How do I choose which basket to pledge?

There are 3 separate options to pledge as a Basket Buddy, depending on where your heart and passion lies. The details of each basket are as follows:

FAMILY BASKET

Consist of 2 bags of groceries, intended for a family of 4. Price range \$70-\$100, depending on what brands you purchase. If you shop for specials, then the cost would be around \$60 per basket.

HOMELESS BASKET

Consists of 1 bag of food and other items for our friends on the street. Price range \$62-\$92 depending on what brands you purchase. If you shop for specials, the cost would be around \$55 per basket.

SINGLES BASKET

Consists of 1 bag of groceries, intended for a single individual. Price range \$40-\$60, depending on what brands you purchase. If you shop for specials, the cost would be around \$35.

The specific shopping list will be provided to you in your welcome email following registration. As each basket is allocated to a nominated family or recipient please ensure if you are wanting to be a part of the program that you register for each of your pledges.

We change lives.... one basket at a time!



Email: BBB.BasketBuddies@magicmoments.org.au



Frequently Asked Questions for Basket Buddies

1 - How/when can I register for this program?

Registrations open in mid-late July. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up to our newsletter here](#).

2 - Who will my basket go to?

Baskets donated through the Brisbane Basket Brigade make their way to a range of families and individuals in need throughout the greater Brisbane area. Recipients are nominated to us by over 70 grassroots charities, organisations and affiliated service providers.

3 - When and how are the baskets delivered to the recipients?

The baskets are delivered to the recipients by an army of community volunteers on the Sunday of our packing day long weekend in early-mid December each year. If you would like to be a delivery driver (a hugely humbling and gratifying experience), check out all the delivery driver program details in this Ultimate Guide.

4 - Do the recipients know where the basket has come from?

The baskets are given anonymously – in the true spirit of Christmas, these baskets are a gift to show that there are people who love and care for them even if they never find out who these people are. A small note is included in the parcel that lets the recipients know that this is a gift from someone that cares and encourages them to simply pay it forward when the day comes that they are able to (because it will come).

5 - How do I get a copy of the shopping lists?

Once you register to pledge a basket(s) you will be provided a link to the shopping lists in your welcome email. These lists are amended and tweaked each year so please make sure you have the current list.

6 - Do I have to stick to the shopping list exactly?

Yes please. Our shopping lists have been thoughtfully created with the following in mind:

- To fill our recipients' pantries with staples and treats to create a variety of meal options
- To ensure the shopping bags are a manageable weight for both our volunteers and our recipients
- The items have a shelf life, don't require refrigeration, and won't expire between purchase through to delivery to the recipients.

7 - Do I have to stick to the schedule listed on the shopping list?

Not at all! The shopping list is a guide to make your shopping a little easier over the 18 weeks and ensure these items can be absorbed more easily into your weekly budget. The items on the shopping list have an average cost of less than \$4 per week, but of course a weekly program may not work for you. Feel free to shop ahead... as products go on special...or shop in retrospect, as you catch up on items you may have previously missed. If you are part of a Basket Buddies Crew (a team pledging a number of baskets together), you may be shopping collectively to build over the 18 weeks to your final goal. And we know there have been Basket Buddies who do the full list in one shop – that is just fine too!

8 - Can I buy items that are larger than that indicated on the shopping list?

The shopping list has been created to ensure the products fit – and are manageable in weight – for our volunteers and recipients. We recognise that supermarket specials can mean a larger size is better value or cheaper than the size listed on the shopping list. There is room in our shopping list for some items to be of a larger size, but not for all products to be larger. If you would like to 'go bigger' perhaps consider pledging an extra basket.

9 - What if I can't find a product on the list?

The shopping list is a structured guide but is also flexible. If you are unable to find the item on the list, please feel free to substitute the item with something of a similar variety and weight that is available to you.

10 - What if I haven't got all the products on the list?

That's ok! We recognise that with a 18-week shopping list, things can happen and you may not be able to manage everything listed. Every little bit helps, and every contribution counts! If you are unable to get all the items on the list, we still welcome your basket as we can still use it! Your contribution is valued and makes a difference for our recipients. And we are blessed with our corporate sponsors and donors that we can offer supplementary items in the basket on Packing Day to still fill a basket to its brim.



Basket Brigade
BRISBANE

Frequently Asked Questions for Basket Buddies

11 - Can I add extra items of my own?

The shopping list has been created to ensure the products fit the shopping bags and are also manageable in weight – for both our volunteers and recipients. Additionally, by leaving some space in your baskets, we can incorporate last-minute additions and donations from our donation drive, corporate sponsors and food bank supplies. With that said, the shopping list is a guide and has flexibility built into it, allowing you to add ‘your own touch’ – your favourite biscuits, favourite flavour of chips, your favourite Christmas treat. And of course, every little bit helps, and every contribution counts! So, if there is something extra you would like to add, please do so. We appreciate your thoughts, efforts and contribution.

12 - The 2nd Family Basket shopping bag is not full? Why is that? Can I fill it?

The extra space is intentional – and it will be filled. The Brisbane Basket Brigade has a wide reach of sponsors and corporate contributors. This means we receive many bulk supplies and last-minute donations on Packing Weekend – and can include valuable perishables such as fresh fruit & vegetables and Christmas treats. By leaving some space in our baskets, it keeps room to include these last-minute additions and donations in the baskets.

13 - 1. Can I add some Christmas Gifts to my Basket?

Of course! Please just make sure that if you wrap the gift then please put a label on the gift of the gender and age for the gift so we know who to allocate them to. E.g., Age 5 boy.

14- When and how do I deliver my basket(s)?

We have several options for the delivery of your baskets which you need to nominate upon registration. They include:

- At our GivingTuesday event which is held the first Tuesday of December (or thereabouts) each year
- Delivery to our packing weekend on either the Friday (Corporate Packing Day) or the Saturday (Community Packing Day).
- If the above 2 options aren't suitable, you can also nominate to deliver your basket earlier to a range of different locations around Brisbane in the week leading up to our packing weekend. The details of these drop off points are finalised and emailed to our basket buddies in the last couple of weeks of November.

REMEMBER: There is no right or wrong as to how you shop for and build your basket. Come December, your baskets will bring value, relief and a smile to a family, individual, or homeless person in need. We thank you whole-heartedly for your contribution. Without your generosity, Basket Buddies would not be what it is today!

If you don't want to stick to a specific shopping list, you may be interested in signing up as a group to our Donation Station Program. You'll find all the details in this Ultimate Guide.





The Wishing Tree Program

What is the Wishing Tree Program?

Our Wishing Tree program is our sister program to the Basket Buddies program. With each basket of food that our volunteer delivery drivers deliver to our recipient family or single we also include a box of presents, with at least one for each member of the family, including the family dog or cat, together with a book for every child aged between 1 to 11 years of age.

The committee works tirelessly all year to raise funds and source approximately 50% of our annual gift targets. The other 50% usually comes from corporate organisations, community groups and groups of individuals who host their own Wishing Tree programs to help us collect gifts to reach our targets. In 2019 and 2020 alone we wrapped, sorted and delivered over 28,000 gifts to our recipients throughout the greater Brisbane community.

Our gift categories are broken down as follows

Boys - 0 to 12 months	Girls - 0 to 12 months
Boys - 1 to 2 years	Girls - 1 to 2 years
Boys - 3 to 5 years	Girls - 3 to 5 years
Boys - 6 to 8 years	Girls - 6 to 8 years
Boys - 9 to 11 years	Girls - 9 to 11 years
Boys - 12 to 14 years	Girls - 12 to 14 years
Boys - 15 - 17 years	Girls - 15 - 17 year
Adult Males	Adult Females
Adult Male Elderly (70+)	Adult Female Elderly (70+)



Setting up a wishing tree program can be as simple or elaborate as you choose. Upon registration we provide a link to our resource library that sets out some handy flyers and information sheets around the gift requirements and some helpful ideas. As a guide, each gift should be:

- Age appropriate approximately \$15-\$20 value for general gifts, \$5 per dog/cat gift
- Items must be new (i.e. no second hand goods, including the book drive)
- Gifts must contain no offensive, political or religious statements and no alcohol or gambling products.
- No clothing. Accessories such as hats, socks and jewellery are ok
- All gifts are preferred to be delivered unwrapped (or if wrapped then ensure they include a secure label with gender and age, e.g. Boy aged 5)
- Multiple gifts in 1 parcel are ok. Just make sure that they are packaged together (but not wrapped).

Registrations open on 1 September. The link to register will be provided via our general Brisbane Basket Brigade newsletter. In your registration you'll be able to nominate your own targets for each relevant age group. This will help us to make sure that none of our recipients are missed. Remember to be realistic with your targets. If you need to amend your targets please reach out to the program coordinator as soon as possible and they can fix or update them for you.



Email: BBB.Corporate@magicmoments.org.au

Email: BBB.Schools@magicmoments.org.au



Basket Brigade
BRISBANE

Frequently Asked Questions for the Wishing Tree Program

1 - How/when can I register for this program?

Registrations open on 1 September. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up to our newsletter here](#).

2 - What will my donation be used for?

All wishing tree donations made to the Brisbane Basket Brigade will be distributed to a range of families and individuals in need throughout the greater Brisbane area. Recipients are nominated to us by over 70 grassroots charities, organisations and affiliated service providers.

3 - Can you provide some gift ideas for the different categories??

Sure! Here's some ideas we generally use for the different categories:

- Baby - clothing or accessories acceptable, teething rings, bunny rugs, play mats
- Ages 1 - 2 years - interactive toys, learning toys, cuddle toys
- Ages 3-5/6-8/9-11 years - Interactive toys, learning toys, outdoor games, board games
- Ages 12-14/15-17 years - Gift packs, caps/hats or accessories, something to build, outdoor equipment, backpacks or handbags
- Adult Females - gift packs, candles, makeup or pamper kits, coffee/tea set or mugs, throw rug
- Adult Males - socks, wallets, tools, Father gifts, coffee mug, drink cooler, history or puzzle books

4 - Can we invite our customers or other organisations to join our program or donate to our drive?

Absolutely! Joint giving is a fantastic way to get involved with your customers, clients and associates. You could also consider running a friendly competition with your competitors to see who collects the most. We have previously had shopping centres and retail/commercial premises set up a group program such as a wishing tree or donation station in their central spaces. We've also had a real estate agency run their own mail drop campaign in their own local community.

5 - When and how do I deliver/arrange collection of my wishing tree items?

We have several options for the delivery of your wishing tree items which you need to nominate upon registration. They include:

- At our GivingTuesday event which is held the first Tuesday of December (or thereabouts) each year
- Delivery to our packing weekend on either the Friday (Corporate Packing Day) or Saturday (Community Packing Day).
- If the above 2 options aren't suitable, you can also nominate to deliver your donations earlier to a range of different locations around Brisbane in the week leading up to our packing weekend. The details of these drop off points are finalised and emailed to those registered for our wishing tree program in the last couple of weeks of November.
- Alternatively, we host a full day of collections from our wishing tree participants offices/locations on the Wednesday before our packing weekend. If you select this option, a collection time and date will be arranged with you directly closer to the nominated pick up date.





The Donation Station Program

A smaller alternative to the Wishing Tree Program is our Donation Station Program or our Wrapping Materials Program. Previously this program was reserved for our corporate organisations however any collective group of people are welcome to register for the program.

The Donation Station Program collects the additional festive Christmas treats and smaller items that are added into the food baskets prepared by our Basket Buddies volunteers.

Some ideas may include:

<i>Christmas lollies, popcorn, nuts or snacks</i>	<i>Christmas Puddings</i>	<i>Christmas tableware or decorations</i>
<i>A small box of fairy Christmas lights</i>	<i>Shortbread biscuits</i>	<i>Christmas ornaments or tinsel</i>
<i>Craft supplies for families to make, e.g. gingerbread house, popcorn wreaths</i>	<i>Candy canes or Christmas sweets</i>	<i>Christmas window decorations</i>

You are limited only by your group’s imagination however we do kindly ask that when you are selecting items for your donation that you keep in mind the following:

- Each recipient family receives at least two large bags of groceries so if you are buying fragile food items such as mince pies or biscuits please ensure they are in boxed or hard protective wrapping so they don’t get crushed.
- Baskets are delivered in mid-December which is the start of summer so please no donations which could melt between our packing venue and delivery to our recipients
- Any Christmas decoration donations need to be able to fit into our shopping bags or box of gifts. Whilst a small 20cm Xmas tree is fine, a 6ft tree just won’t fit (unfortunately).
- Aim for items that aren’t breakable but still sustainable and can be used more than once.

Remember, whether you collect 5 items or 500, all of your generous donations will make a difference to someone’s life here in the greater Brisbane area and help us to spread the magic this Christmas.



Email: BBB.Corporate@magicmoments.org.au
 Email: BBB.Schools@magicmoments.org.au



Basket Brigade
BRISBANE

Frequently Asked Questions for the Donation Station and Wrapping Materials Program

1 - How/when can I register for this program?

Registrations open on 1 September. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up to our newsletter here](#).

2 - What will my donation be used for?

All donations made to the Brisbane Basket Brigade will be distributed to a range of families and individuals in need throughout the greater Brisbane area. Recipients are nominated to us by over 70 grassroots charities, organisations and affiliated service providers.

3 - Can we invite our customers or other organisations to join our program or donate to our drive?

Absolutely! Joint giving is a fantastic way to get involved with your customers, clients and associates. You could also consider running a friendly competition with your competitors to see who collects the most. We have previously had shopping centres and retail/commercial premises set up a group program such as a wishing tree or donation station in their central spaces. We've also had a real estate agency run their own mail drop campaign in their own local community.

4 - When and how do I deliver/arrange collection of my wrapping material donations?

We have several options for the delivery of your donations which you need to nominate upon registration. They include:

- At our GivingTuesday event which is held the first Tuesday of December (or thereabouts) each year
- Delivery to our packing weekend on either the Friday (Corporate Packing Day) or Saturday (Community Packing Day).
- If the above 2 options aren't suitable, you can also nominate to deliver your donations earlier to a range of different locations around Brisbane in the week leading up to our packing weekend. The details of these drop off points are finalised and emailed to those registered for our group programs in the last couple of weeks of November.
- Alternatively, we host a full day of collections from group program participant's offices/locations on the Wednesday before our packing weekend. If you select this option, a collection time and date will be arranged with you directly closer to the nominated pick up date.





The Wrapping Materials Program

Can you imagine how many rolls of paper, sticky tape, glue, ribbon and bows it takes to wrap an average of 14,000 presents in just 3 days?

Our wrapping materials program is brand new in 2021. Similar to the donation station program, this program is a smaller group alternative program to the wishing tree program. It's simply just a matter of collecting from your team and/or group anything that will assist us in wrapping the mountain of gifts over our packing weekend.

Some items that we'll definitely need include:

<i>Wrapping Paper!!!!</i>	<i>Sticky Tape</i>	<i>Christmas Stickers</i>
<i>More wrapping Paper!!!!</i>	<i>Glue</i>	<i>Gift labels and tags</i>
<i>And... more wrapping Paper!!!!</i>	<i>Gift ribbon and bows</i>	<i>Coloured markers and pens for writing on gift labels</i>

Basically, anything you would use to wrap your own Christmas gifts!

Whilst we don't accept used paper, we definitely are happy to take partly used rolls of wrapping paper as our gifts come in all shapes and sizes. Please, no metallic or glitter paper because we know from experience that it just doesn't stick well to sticky tape (lesson learnt).

Your generous donations are how we ensure the gifts presented to our recipients are bright, colourful and clearly wrapped with love and care. We thank you in advance for helping to spread the magic this Christmas.



Email: BBB.Corporate@magicmoments.org.au
 Email: BBB.Schools@magicmoments.org.au



Basket Brigade
BRISBANE

Frequently Asked Questions for the Donation Station and Wrapping Materials Program

1 - How/when can I register for this program?

Registrations open on 1 September. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up to our newsletter here](#).

2 - What will my donation be used for?

All donations made to the Brisbane Basket Brigade will be distributed to a range of families and individuals in need throughout the greater Brisbane area. Recipients are nominated to us by over 70 grassroots charities, organisations and affiliated service providers.

3 - Can we invite our customers or other organisations to join our program or donate to our drive?

Absolutely! Joint giving is a fantastic way to get involved with your customers, clients and associates. You could also consider running a friendly competition with your competitors to see who collects the most. We have previously had shopping centres and retail/commercial premises set up a group program such as a wishing tree or donation station in their central spaces. We've also had a real estate agency run their own mail drop campaign in their own local community.

4 - When and how do I deliver/arrange collection of my wrapping material donations?

We have several options for the delivery of your donations which you need to nominate upon registration. They include:

- At our GivingTuesday event which is held the first Tuesday of December (or thereabouts) each year
- Delivery to our packing weekend on either the Friday (Corporate Packing Day) or Saturday (Community Packing Day).
- If the above 2 options aren't suitable, you can also nominate to deliver your donations earlier to a range of different locations around Brisbane in the week leading up to our packing weekend. The details of these drop off points are finalised and emailed to those registered for our group programs in the last couple of weeks of November.
- Alternatively, we host a full day of collections from group program participant's offices/locations on the Wednesday before our packing weekend. If you select this option, a collection time and date will be arranged with you directly closer to the nominated pick up date.





SCHOOLS PROGRAM



If you're looking for a way to get your primary or secondary school children involved with the Brisbane Basket Brigade we run multiple school programs where kids, parents and teachers can get involved. Whether you're a small classroom or a large school we have a program that will fit. Our specific school programs are set out below.

Personal Care (Toiletry) Drive

It's not something we really think about (and often take for granted) but imagine having to choose between toiletries and food? Our school program invites students to donate hygiene items that are added to our recipient baskets. Items may include:

<i>Underarm Deodorant (Mens and Ladies)</i>	<i>Shaving Cream & Disposable Razors</i>	<i>Sunscreen</i>
<i>Shampoo & Conditioner</i>	<i>Chap Sticks</i>	<i>Toiletry Bags</i>
<i>Moisturizer</i>	<i>Bars of Soap (preferable to body wash as light weight)</i>	<i>Toothpaste & Toothbrushes</i>

Secondary School Adolescent Gift Drive

Our Secondary School Adolescent Gift Drive is run the same way as our Wishing Tree Drive however the gifts are specifically for our adolescent age groups. This category is often the hardest group to buy gifts for but who would know better than their peers the best ideas. It's also an opportunity for our teens to reflect and appreciate the gifts they have in their own lives.

The only requirements for each gift are:

- Approximately \$15-\$20 value for general gifts
- Age appropriate
- Items must be new (i.e. no second hand goods)
- Gifts must contain no offensive, political or religious statements
- No clothing. Accessories such as hats, socks and jewellery are ok
- All gifts must be delivered unwrapped or if they are wrapped, marked appropriately, i.e. Boy aged 15
- Multiple gifts in 1 parcel are ok. Just make sure that they are packaged together (but not wrapped).

Looking for other ways to get the kids involved?

- Get your kids colouring! Each box of presents we deliver to a family or single is beautifully decorated with a hand-coloured Christmas theme. If you would like to have your classroom participate in providing some of the colouring-in sheets we will use, please reach out to the schools program coordinator by email and they can provide you with the templates. Alternatively, you can use your own Christmas templates and get in touch with the program coordinator to arrange collection
- Only have a small classroom? Consider signing the entire classroom up as a Basket Buddy and build a bag of food collectively for a family in need.
- Host a casual dress day where you collect items for a Donation Station Program or Wrapping Materials Program in lieu of a gold coin.

If you have any queries or ideas of how your school could get involved we'd love to hear from you.



Email: BBB.Schools@magicmoments.org.au



Basket Brigade
BRISBANE

Frequently Asked Questions for the Schools Program

1 - How/when can I register for this program?

Registrations open on 1 September. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up to our newsletter here](#).

2 - What will my donation be used for?

All donations made to the Brisbane Basket Brigade will be distributed to a range of families and individuals in need throughout the greater Brisbane area. Recipients are nominated to us by over 70 grassroots charities, organisations and affiliated service providers.

3 - When and how do I deliver/arrange collection of my wishing tree items?

We have several options for the delivery of your program donations which you need to nominate upon registration. They include:

- At our GivingTuesday event which is held the first Tuesday of December (or thereabouts) each year
- Delivery to our packing weekend on either the Friday (Corporate Packing Day) or Saturday (Community Packing Day)
- If the above 2 options aren't suitable, you can also nominate to deliver your collected donations earlier to a range of different locations around Brisbane in the week leading up to our packing weekend. The details of these drop off points are finalised and emailed to those registered for our various programs in the last couple of weeks of November.
- Can't deliver and need early collection before the school year finishes? Be sure to reach out to the school program coordinator to arrange this directly.





Corporate Packing Day

Our Corporate Packing Day first launched in 2019 and continues to grow each year.

The program invites our Corporate teams/workplaces to our packing location on the first day (Friday) of our packing long weekend to help us get a massive head start on the sorting, wrapping, packing and auditing of our food and gifts in preparation for deliveries on the Sunday.

The experience provides a fun and festive team building activity, while making a difference to the lives of others in our very own community.

What activities are included?

It's certainly no small task to get everything prepared for our packing weekend and some of the activities may include

<i>Helping setup the packing venue</i>	<i>Receiving deliveries from our various program registrants</i>	<i>Sorting, auditing and counting gifts into relevant age groups</i>
<i>Receiving deliveries from our Corporate sponsors</i>	<i>Preparing and decorating our gift boxes</i>	<i>Helping unload our cache of food and gifts from various storage lockers to the packing venue</i>
<i>Gift Wrapping!!!</i>	<i>Gift Wrapping!!!</i>	<i>Gift Wrapping!!!</i>

When is Corporate Packing Day?

Our Corporate Packing Day is held on the Friday of the 3 day packing long weekend in December. There are 2 separate sessions available as follows:

Morning Session
9:00am to 12:00pm

Afternoon Session
1:00pm to 4:00pm

Each session will include a sign in, welcome speech and basic instructions on the different activities scheduled for the day.

What does it cost?

We place a small fee on our team volunteering opportunities to help raise vital funds for additional food, gifts and administration fees that go hand in hand in making our packing weekend a success. The cost per volunteer is \$35.00, this amount includes GST.

Tickets for the Corporate Day are limited per session, depending on our venue size and any government imposed restrictions.



Email: BBB.Corporate@magicmoments.org.au



Frequently Asked Questions for the Corporate Packing Day

1 - How/when can I register for this program?

Registrations open on 1 October. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up for our newsletter here](#).

2 - Can I participate in the Corporate Packing Day if I am a community volunteer?

So long as you are aged 14 or above, absolutely! You will need to purchase a corporate day ticket to attend the event though as spaces are limited. Also, the corporate packing today provides vital funds for the Brisbane Basket Brigade to fulfil our goals and targets and administrative costs to run the program each year.

3 - Can children participate in the Corporate Packing Day?

Children 14 years and over can attend the corporate packing day. They must hold a valid ticket to attend and a waiver signed by a guardian or parent.

4 - Can I purchase bulk tickets for my team?

Absolutely! Keep in mind however that each individual attending must have a ticket in their own name to attend the event. The name details can be amended by your representative at any time up to the week before the event by emailing the program coordinator. For last minute changes on the day speak to the volunteer registration clerks upon arrival at the event.

5- Can we have our team participate in both sessions?

Absolutely! There is a 1 hour break between the sessions to allow you to grab a bite to eat and take a break. We do not sell all day tickets therefore a ticket must be purchased for both the morning and the afternoon session for each participant. Whilst we provide light refreshments throughout the sessions, we do not provide lunch for all day participants.

6 - Is the venue wheelchair accessible?

As the Brisbane Basket Brigade continues to grow we also continue to outgrow our packing venues. We always endeavour to find venues that are wheelchair accessible and provide access for all our volunteers to participate. If you have any specific queries please reach out to the program coordinator who can provide you with specific information for the current year.

7 - Is there a refund policy?

All tickets purchased are non-refundable however they can be transferred by contacting the program coordinator by email to arrange the transfer.

6 - Does each participant have to sign a waiver upon registration to the program?

Yes! All participants consent to the waiver form upon the purchase of the corporate day ticket. Organisations registering multiple participants must ensure that each participant has agreed to the waiver prior to registration. A copy of the waiver form is available at the time of purchasing the corporate day tickets. Alternatively, email BBB.Corporate@magicmoments.org.au to request a copy prior to placing your order.

COMMUNITY

Packing Weekend



Our Community Volunteer Packing Weekend is the finale event for the Brisbane Basket Brigade. Following on straight after our Friday Corporate Packing Day over 2,000 community volunteers come together on Saturday and Sunday to help us sort and pack our baskets with over 30 tonnes of food and thousands of presents ready for delivery to our recipients by our Community Packing Weekend Delivery Drivers. Best of all, it's 100% free to participate!

If you've volunteered with us before, Saturday will be the more traditional Packing Day with the final gift wrapping, food sorting & packing and preparing the food baskets ready for delivery. On the Saturday afternoon is our final wrap up with our infamous conga line of volunteers who pack our gift baskets for each family and single recipients, making sure that every member of the family receives a gift, including the family pet. On the Sunday we now dedicate this whole day to the Delivery process and pack up of the venue. We will need an army of volunteers help to fill the vehicles of our Community Packing Weekend Delivery Drivers ready for the delivery of the baskets to each family or single recipient.

The weekend itself is organised chaos however there is a huge variety of ways that you can get involved, no matter your skill set or passion. There are many different roles available that you can register for. This helps us with planning for the day as we navigate through the many moving parts of the weekend. Although we will certainly try to make sure you are allocated in the role for your entire shift, we always invite people to do other certain roles as they crop up over the weekend. Just let one of our team know if you're willing to help out where we need you most. Some of the roles you can sign up for include:

Parking Attendants and general roustabouts

This role will help our volunteers find the right car park on the day, provide directions for our delivery drivers collecting their baskets and assisting with deliveries to the venue as required

Registration Desk attendants

Be the first face our volunteers see and help to check in our volunteers before each shift and provide general administrative assistance and directions to our volunteers

Drop-off crew

Assisting our general roustabouts with deliveries and sorting the deliveries within the venue

General packing day volunteer

These are a 4 hour shift where you could be doing a range of activities from wrapping and sorting gifts, sorting food and packing coloured (large family) food bags, assembling and decorating gift boxes and/or preparing the gift boxes ready for delivery

Funsters

A fun job for a young family that will get to hand out treats and drinks to the other community volunteers

ADULT ONLY roustabouts

Assisting with removal of rubbish and boxes within the venue and removing to nearby recycling station and various roustabout activities, assisting with large pick-ups by recipient organisations and general assistance as required (must be fit and healthy)

Sunday Dispatch crew

Assisting on the Sunday with the loading of vehicles and ensuring that our delivery process is smooth and efficient. We will have a lot of vehicles to fill to make sure all our baskets are delivered on the Sunday. If you wish to also deliver then you can set aside some baskets for delivery after you have finished loading all the vehicles!!



Email: BBB.Volunteers@magicmoments.org.au



Basket Brigade
BRISBANE

Frequently Asked Questions for the Community Packing Weekend

1 - How/when can I register for this program?

Registrations open on 1 November. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up to our newsletter here](#).

2 - Can children volunteer for the Community Packing Weekend?

Absolutely! It is Christmas after all, and we want to make sure that everybody gets to experience the joy of giving back at Christmas. Any attendee under the age of 18 must be accompanied by an appropriate adult or guardian.

3 - Do I need to register my child for a separate ticket?

Yes! Every single person attending the Community Packing Weekend must hold a valid ticket to be granted entry to the venue, regardless of age. This also helps to make sure that we maintain any venue capacity restrictions that may arise. Keep in mind also that as a parent or guardian of a minor you will need to agree to sign a waiver on their behalf upon registration and you will be responsible for their care throughout their volunteer shift.

4 - There are no tickets left – can I still volunteer?

We do set maximum ticket numbers for each of our volunteer positions. If the volunteer role you are after is exhausted, we encourage you to check back regularly to the registration page as further positions and allocations are often possible. We'll also keep our volunteers updated with any openings via our newsletters and on our general Facebook page.

5- Can I purchase bulk tickets for my family and friends?

There are some restrictions on tickets! These will be determined based on demand when the program is launched annually. Keep in mind also that each individual attending must have a ticket in their own name to attend the event, including children.

6 - Does each participant have to sign a waiver upon registration to the program?

Yes! All participants consent to the waiver form upon the registration for the community weekend tickets. Anyone with multiple participants (including children) must ensure that each participant has agreed to the waiver prior to registration. A copy of the waiver form is available at the time of purchase.

7 - Is the venue wheelchair accessible?

As the Brisbane Basket Brigade continues to grow we also continue to outgrow our packing venues. We always endeavour to find venues that are wheelchair accessible and provide access for all our volunteers to participate. If you have any specific queries please reach out to the program coordinator who can provide you with specific information for the current year.

C MMUNITY

Packing Weekend Delivery Drivers



The baskets are packed, the presents are wrapped and sorted and boxed ready to go and now we just need some Brisbane sleighs (in the summer heat, not the snow) to deliver our Christmas baskets anonymously to our greater Brisbane area recipients.

Since 1995 the Brisbane Basket Brigade has been anonymously delivering food and present baskets to members within our very own community that may be doing it tough to remind them that someone cares at Christmas. This is truly a rewarding and humbling experience for our volunteers.

Picture this, you and your delivery driver team arrive at a recipient family's doorstep, just before Christmas, armed with 2-3 bags of food and a box of presents, a kind smile and cheery message to let them know that someone who cares about them has nominated them and their family to receive a package of food and presents to celebrate the season. Often recipients will ask 'What's the catch?' and your response can be 'no catch, we're just the delivery drivers here to remind you that someone cares and to help you have a Merry Christmas'. There's a high probability that there will be first confusion, then often tears, hugs and sincere gratitude. You can never know what someone else may be up against, this small gesture may just be one that makes a huge difference. There truly is no greater gift than knowing that your kindness has made a difference to someone else.

Depending on the size of your delivery team and your vehicle, each team is allocated deliveries for two to three recipients. Keeping in mind that as a minimum each recipient will receive at least 1 bag of food and 1 box of presents (singles) and a large family recipient can receive up to 3 bags of food and 2 boxes of presents.



A few things to bear in mind before registering for this program include:

- All delivery driver teams must contain a **minimum of 2 adults in the vehicle**.
- Children are more than welcome to be a part of your delivery driver team so long as the minimum 2 adults per vehicle rule is adhered to.
- You will be required to enter all the occupants of your vehicle on your registration form (including any children).
- You will be requested to deliver baskets to 2-3 different families/singles within a designated area or zone. We will try to allocate basket deliveries within a specific area if requested but we cannot guarantee those allocations.
- All deliveries will be dispatched from our nominated packing venue.
- We will provide you with full instructions and a briefing prior to your allocated deliveries. This will include how to deliver your baskets, what to say to your recipients to keep it anonymous and what to do if your recipients are not home.
- If you register as a Community Packing Weekend Delivery Driver you will need to choose a dispatch time. Keep in mind that the times on tickets are for the dispatch times from the packing venue. You will need to arrive within your allocated time to ensure that the dispatch program runs smoothly. Please note that there may be a delay/backlog on pickups depending at which time you arrive and we thank you in advance for your patience.
- We do have an allocation of tickets for the day noted as RESERVES. It's often hard to gauge exactly how many vehicles it will take to deliver our baskets each year. If you register for a RESERVE delivery spot and are no longer required we will text you to let you know. Make sure that the mobile number you register with is the number for your designated driver.



Email: BBB.Volunteers@magicmoments.org.au



Basket Brigade
BRISBANE

Frequently Asked Questions for the Community Packing Weekend Delivery Drivers

1 - How/when can I register for this program?

Registrations open on 1 November. The link to register will be provided via our general Brisbane Basket Brigade newsletter. You can [sign up for our newsletter here](#).

2 - Can I register to deliver to more than the nominated 2-3 recipients?

Absolutely! However, unless you are delivering to the outskirts of our delivery zone (and have pre arranged the collection of additional baskets with the program coordinator), you will need to register for a separate ticket at least 2.5 hours after your first registration. This will allow you enough time to make your initial 2-3 deliveries and return to the venue for your second round. To help us ensure that we provide the opportunity to experience the joy of being a Community Packing Weekend Delivery Drivers to as many people as possible, you must hold a valid ticket for each group of deliveries you make. RESERVE tickets will be given priority over returning drivers that do not hold a valid ticket. In some instances we may invite people to return for additional deliveries. Be sure to ask upon arrival for your first delivery if extra hands are needed.

3 - Can I take children with me to do deliveries?

Absolutely! As a parent or guardian of a minor you will need to ensure that you feel safe in your minors accompanying you.

4 - Do I need to register every person in the vehicle to do deliveries?

Each vehicle is nominated as one ticket. You will need to note the car occupants on your single ticket. Please do not register for multiple tickets if you only have 1 vehicle unless you are returning to do a second delivery (see 2 above).

5 - There are no tickets left – can I still volunteer?

We do set maximum ticket numbers for each of our delivery driver positions. If allocations are exhausted, we encourage you to check back regularly to the registration page as further allocations are often possible. We'll also keep our volunteers updated with any openings via our newsletters and on our general Facebook page.

6 - Does each participant have to sign a waiver upon registration to the program?

Yes! All participants consent to the waiver form upon the registration of your vehicle for a delivery driver ticket. Anyone with multiple participants (including children) must ensure that each participant has agreed to the waiver prior to registration. A copy of the waiver form is available at the time of purchase.



GIVING TUESDAY



Basket Brigade
BRISBANE

In any time of uncertainty, there's a fundamental truth that gives us hope, as we continue to come together to stand up, help out, give back, and heal, we realise that together we can do extraordinary things. Whether that's through donations to community organisations, celebrating our unsung community heroes, reaching out to a neighbour to help or offering a kind smile to a stranger, generosity and kindness will always be a win for the greater good.

On the first Tuesday of December (or thereabouts) every year there is a global movement known as GivingTuesday. It's an international day of giving that harnesses the collective power of individuals, communities and organizations to encourage giving and to celebrate generosity worldwide. Every year, on GivingTuesday, millions of people across the globe mobilize to show up, give back, and change their communities. The goal is to create a massive wave of generosity that lasts well beyond that day, and to touch every person on the planet.

Founded in 2012, GivingTuesday has inspired millions of people to give back and support the causes they believe in. Brisbane Basket Brigade first joined the Australian branch of the movement in 2020 as a not-for-profit. Any business, group or organization can join the movement as a supporter. Registration to GivingTuesday is free however not required to support the movement or Brisbane Basket Brigade.

Full details on the movement can be found at <https://www.givingtuesday.org.au>.



As part of our own GivingTuesday event the Brisbane Basket Brigade host an open day on the official annual GivingTuesday event day to provide an opportunity for our community volunteers or corporate supporters and their clients and customers to come and meet some of the Brisbane Basket Brigade committee, ask any questions they may have, deliver any donations they may have collected from their program initiatives, make a donation by way of an item for our Christmas wishing trees, our donation stations or a monetary gift and to take some photos with our Brisbane Basket Brigade cut-out for their own social media. We also welcome early deliveries on this day from our Basket Buddies program volunteers.

GivingTuesday is also a fantastic way to get your family, friends, customers or clients to support any charitable contributions you may be making, including potentially any Brisbane Basket Brigade programs you may have joined and any fundraising activities you may be running.

If you want to join the movement and/or get your family, friends, clients or customers onboard your Brisbane Basket Brigade programs on GivingTuesday (and beyond) we have drafted an email template that you can use to share the word. Please email us at BBB.Corporate@magicmoments.org.au or brisbanebasketbrigade@magicmoments.org.au and request a link.

SPONSORSHIP



Opportunities

Investing in a sponsorship package with Brisbane Basket Brigade is a sure way to improve your brand's credibility, increase your brand awareness, gain access to a new network, to help demonstrate your commitment to Corporate Social Responsibility and to reinvolve the commitment of your organisation to its team and the greater Brisbane community.

We have different sponsorship levels to suit all budgets.

Here at Brisbane Basket Brigade we love building and promoting anything and everything related to community support and spirit! We also actively encourage our community to support the businesses in the greater Brisbane community that are giving back.

Here's what each of our sponsorship packages cover. For further information or for any queries please reach out to our Corporate team at BBB.Corporate@magicmoments.org.au.

Inclusions	Friends of BBB \$300	Gold \$1,000	Platinum \$2,000
Certificate of Appreciation	YES	YES	YES
Company recognition on posters displayed during the packing weekend	YES	YES	YES
Social Media Promotion – your brand. This is in addition to any general posts about you supporting any of our other initiatives	1 POST	2 POSTS	4 POSTS
Your organisation and level of sponsorship will be mentioned on our email and social media campaigns	YES	YES	YES
Your logo will appear on the Brisbane Basket Brigade website and Facebook and LinkedIn pages	YES	YES	YES
Corporate Packing Day Free Tickets (Friday)		YES - 5	YES - 10
Company recognition at fundraising events for 12 months from registration		YES	YES
Recognition of company sponsorship mentioned during opening speech on each day of the Packing Weekend (Friday/Saturday/Sunday)		YES	YES
Premium positioning during the Corporate/Community packing weekend for your company banner where you can also display products (if applicable)			YES



At Brisbane Basket Brigade we are a not-for-profit organisation that is run entirely by volunteers who care about making a difference in the lives of others. The only fees we have are usually some very minimal administrative costs needed to run our programs and keep our systems up-to-date plus all the necessary insurances needed to keep our volunteers safe. This means that 98-99% of all funds raised by Brisbane Basket Brigade, through events such as movie nights and Bunnings sausage sizzles, donations from our community and corporate supporters and various cash grants, are used on our projects, programs and helping to support people in our very own greater Brisbane community.

Where possible, all of our guides, marketing materials, event vehicles and packing venues are donated (or heavily discounted) by generous local businesses who are keen to support their own community through the Brisbane Basket Brigade initiatives and programs.

If you think you can help out the Brisbane Basket Brigade with any support or would like to donate wholesale products (food, hygiene or gifts) please drop us an email to brisbanebasketbrigade@magicmoments.org.au – we would love to hear how we can work with you to help support the greater Brisbane community.

Fundraising for Brisbane Basket Brigade

Fundraising is social, rewarding and something that every member of a group, community or organisation can get involved with. It's also a great way for people to get to know each other better while supporting a worthy cause. Brisbane Basket Brigade is incredibly appreciative of the generosity of our supporters who dedicate their time to organising fundraising activities on our behalf. If it takes a village to raise a single child imagine what it takes to support an entire community. We guarantee that all funds raised from any external fundraising activity hosted by our supporters goes straight back to our recipients, helping us to top up our food baskets and purchase shortfall gifts to ensure that nobody misses out at Christmas time.

There's a lot of different ways to set up your own fundraising initiatives and a whole host of tips, tricks and ideas online. If you're stuck or need a hand please get in touch with us and we can give you a kick start.

A few fundraising ideas could include:

- Cook for a cause – host a bake-off, morning tea or cake sale
- Dress up days or casual days for a gold coin donation (or see our Wrapping materials program)
- Get guessing – fill a jar with lollies or chocolates and charge people per guess
- Cadbury chocolate or pie drive fundraising
- Trivia Night
- Auctions and raffles
- Office sports day or family events
- Auction of promises – auction off your colleagues skills (with their consent of course)
- Auction off your boss through a silent auction (consent may be optional) – I'm sure everyone has some tasks they'd like to give the boss
- Challenge yourself with a sponsored walk, run, swim or cycle
- Motivate your staff to donate with challenges where the company will match any donations made



All donations over \$2.00 are tax deductible.

To make a donation directly to the Brisbane Basket Brigade you can either donate through our [direct link](#) or email us at brisbanebasketbrigade@magicmoments.org.au for our banking details if you wanted to make a direct deposit. Be sure to let us know about any donations you make or any events you are hosting on our behalf and provide any photos so we can give you a shout out on our Facebook and LinkedIn pages.



Basket Brigade
BRISBANE

General Frequently Asked Questions & Troubleshooting

1 - Do I have to register for a program to participate?

Absolutely. To keep our numbers tight we need to track each of our programs. Please make sure that you have received your email confirmation of your registration for your nominated program before you start to shop or book in the date.

2 - I really want to sign up for one of the programs however all the allocations have been exhausted. Can I still participate?

Hang in there with us! Some programs are definitely more popular than others and we know that they can fill up quickly. It's a goliath task to coordinate so many moving parts in the lead up to our packing weekend and whilst we try to make sure that we welcome every volunteer we are limited by space and time for our final event. Sometimes plans change for people so spots do open up – just be sure to check back regularly. If you're truly desperate to participate please reach out to the program coordinator who may be able to add you to a reserve list.

3 - I've registered for one of the programs but didn't receive my Welcome email. What should I do?

Firstly, check your spam and make sure that you add brisbanebasketbrigade@magicmoments.org.au to your safe senders list. Still can't find it? Reach out to the relevant program coordinator by email and they'll arrange for it to be resent to you.

4 - I've registered for a program but inserted the incorrect details of my email address or mobile?

Reach out to your program coordinator by email and they will arrange for this to be fixed right up for you. We'd hate for you to miss out on any of the fun.

5 - I've signed up for a program/ticket however unfortunately I can no longer participate. How can I make sure someone else can fill my spot?

We get it! Sometimes life just happens. Firstly, we hope that everything is ok. We're so grateful that you wanted to be a part of our annual program. Please just let the relevant co-ordinator know and they can cancel your registration for you. The sooner you let us know the longer we will have to find another generous soul to fill your spot.

6 - Can I change my sign-up preferences for any program?

If you need to change your preferences at any time, whether it be for the basket buddies program, wishing tree and donation station programs or volunteering at our packing weekend, please reach out by email to the program coordinator who can let you know the current availability (if any) and where possible, amend your preferences for you.

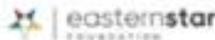
Thank you for your support.



Basket Brigade
BRISBANE

Platinum Sponsors

Gold Sponsors



Friends of Brisbane Basket Brigade

100's of Basket Buddies
Coorparoo State School
Ascot State School
The Gap High School
St Sebastian's School
Middle Park State School
Kelvin Grove State School
The Springfield Anglican College
Malouf Chemist New Farm
Terry White Chemmart
Gasworks
Terry White Chemmart
Valley Metro
Grill'd
• Emporium
• Bulimba
• Garden City
• Carindale
• Rosalie
• Victoria Point
• North Lakes
Tarragindi Scouts

Back 2 Health
Bayside Health Nook
Brisbane City Council – Regional Offices
Candice Smulders
Cooper Grace Ward Lawyers
Department of Social Services
EDL Energy
Garda Property Group
Glaukos
Healthy Dynamics 360
Invest-a-Rent
Lambert & Rehbein
LGAQ
Lucas Drilling Pty Ltd
Queensland Tourism Industry Council
National Australia Bank
Numberworks Clayfield
Pitcher Partners
QIC
University of Queensland
Yoga Path Sherwood

Arrow Energy
Aston Consulting (QLD)
Australia and New Zealand Banking Group Limited
Auto & General
Baker Mackenzie
Belle Property Group
BHP
Brisbane Housing Company
Canstar
Convatec
Cooper Grace Ward Lawyers
Credit One Equipment Finance Pty Ltd
CreditOne
Dell Australia
Department of Natural Resources, Mines & Energy
EML Payments
Fulton Hogan & Fulton Hogan Construction Pty Ltd
Generate Property Group
Juniper & Juniper Networks
MLEA
Muscle Nerds Consulting Pty Ltd
Silver Chef
Sci-Fleet Toyota
Walshs Practice Unit Trust
West Diversified

Plus all our wonderful community volunteers and supporters for their time and contributions

Thank you... 

C O N T A C T

DETAILS



Basket Brigade
BRISBANE

Got a specific question that we haven't covered in our FAQs?

Reach out to our team on the relevant contact email below

General Enquiries

brisbanebasketbrigade@magicmoments.org.au

Basket Buddy Enquiries

BBB.BasketBuddies@magicmoments.org.au

Recipient/NFP Nominator Enquiries

BBB.Recipients@magicmoments.org.au

Corporate & Group Enquiries

BBB.Corporate@magicmoments.org.au

School Enquiries

BBB.Schools@magicmoments.org.au

Packing Weekend and Delivery Driver
Enquiries

BBB.Volunteers@magicmoments.org.au

Keep up-to-date with all things Brisbane Basket Brigade and receive exclusive access to our registration links via our Newsletter.

[Newsletter Sign up](#)