



## **What is a Workplace COLLECT/LEARN/BUILD?**

A **COLLECT/LEARN/BUILD** is a perfect way to unite your employees across all shifts, teams, and times. It is a fun, yet impactful way for your team to engage in an activity that supports children and their families in our community who are in need.

### **Here's how it works:**

**Step 1: Collect** – A workplace collection drive is hosted to get essential items that are suggested for the collection kit that is selected.

**Step 2: Learn** – The workplace team discovers why these items are so important and the difference they make for a child's well-being. (The learn piece is great to have as part of the Build session. Your team will understand the needs and the positive impact they will make by collecting and building these kits.

**Step 3: Build** – The workplace team will come together to pack kits.

### **Key Steps:**

- **Kits choice:** You will need to choose a kit for your team, from the list of workplace collection kits for 2025 and 2026. **We will provide you with kit descriptions and kit assembly instructions.** There are ways to be creative with your collection drive. Perhaps each department can be responsible for different items on the list (perhaps a department competition). Often bulk items are ordered by teams with everyone pitching in, instead of independently shopping. For assistance or questions, please contact Robin Seemann at [robin.seemann@uwstark.org](mailto:robin.seemann@uwstark.org) or 330-491-9989.
- **Materials:** United Way of Greater Stark County can provide Collection Boxes and Fliers/Posters. These can be delivered and or emailed to your office. **Please let us know a good time and a location to drop these off along with contact person name.**
  - Each kit will need to be put into a bag, and it is preferred that there is a positive message either written on the bag or on a card that is placed inside of the bag. Your team is responsible for purchasing the bags and decorating them. (Stickers and markers are great tools to have on site the day of the event. Amazon is a great resource for purchasing your bags and stickers.)
- **Learn:** As part of the COLLECT/LEARN/BUILD The **learn** piece can be accommodated in two ways.
  - A United Way of Greater Stark County team member can arrange to come on site and share with your team(s).
  - Or if this is not an option, we will provide you with an informative handout to share with your team. **Please let us know your preference so we can arrange a date and time, if needed.**
- **Employee Sign in sheet and Pictures:** If your team has a one-day kit build, please let us know the date and time. We ask that you track the number of employees engaged in kit packing and the time they spend doing so. We would love to be there taking pictures and watching the action. We also ask that you **take pictures throughout the process. These are great to share on social media.**