

PREF Birthday Party Information

(Revised 22Mar08 at 09:55)

Purpose of a Birthday Party

Provide a special celebration for the men who have had a birthday during a specific month.

Volunteers Responsibilities

- Provide a birthday party for 25 to 35 men who are between the ages of 20 and 60. (PREF will provide you with the number of attendees and their first names.)
- Provide one identical gift bag/packet (around \$10.00 in value) to each man. (see next page)
- Provide refreshments (see below).
- Provide a birthday cake (ice cream is optional)
- Provide social and/or recreational activities.
- Arrive a half-hour before the party -- to allow set-up time.
- Make sure Judy Helms has all the names of your volunteers at least 72 hours before the party so they will be on the gate release

When and Where

The party may be held on Tuesday and Thursday from 7:00 – 8:30 p.m. or Saturday and Sunday from 4:00 – 5:30 p.m.

Activities During the Party

The BEST types of activities are where the sponsoring group individuals interact with our young men. Activities the men have enjoyed are: team building activities such as card games, dominos, group games, and etc. Our men enjoy and need situations, which include FRIENDLY competition.)

Refreshments During the Party

With the birthday cake please bring something to drink. Preferably soft drinks, ice tea, juice, etc. - remember they get kool-aid and lemonade 7 days per week already. In addition, you may provide one or more of the following: pizza, hamburgers, other deli type sandwiches, tacos, chicken, snacks, cookies, vegetables and dips.

To defray the cost of party ask your community businesses for donations (dentists, restaurants, pharmacies, groceries, office supply, party supplies, department stores, and etc.).

You may want to provide a cookout with fish, hamburgers, hotdogs, etc. during the appropriate months.

Gift Suggestions passed out after the Activities & Refreshments

Stationary Items: colored-drawing pencils, composite book, drawing paper, greeting cards (thank you, birthday, friendship and blank ones), multipurpose paper, non-retractable stick type ballpoint pens, non-toxic highlighters, notebook filler paper,

(The residents are not allowed to receive paper tablets with spiral binders.)

Birthday Party Worksheet

January February March April May June July August September October November December

Sponsor: _____ Estimated Attendees: _____

Date & Time: _____ The party usually lasts approximately 90 minutes.

PLEASE REMEMBER: NO GLASS CONTAINERS – NO CALONE – NOTHING WITH ANY TYPE OF ALCOHOL – NO TOBACO PRODUCTS – NO MEDICATIONS - NO LIGHTERS/MATCHES – NO GUM – NO PREASURISED CANS

If in doubt, always check with Judy Helms (317-839-7757 #4416), she has the last word on what you can and cannot bring into the facility for a birthday party.

Gift Suggestions:			
	Hand/body Soap		Socks – dress
	Deodorant – stick only		Socks – white
	Pre-shave lotion		Hooded Sweatshirts
	Shampoo		Playing Cards
	Conditioner		Chips – potato, corn, pretzels
	Razors		Candy – bars, hard, mints
	Lip Balm (chapstick)		Cookies
	Mouth Wash		Microwave Items:
	Acne Treatment		Popcorn
	Hand lotion		Stew
	Tooth Paste		Soups
	Toothbrush		Pizzas
			Lunch packets
	Blank “Birthday” cards		
	Blank “Thank You” cards		
	Books		
	Magazines		
	Other Literature		
Outside Food, Paper & Plastic Products (that volunteers bring-in):			
	Pizza		Cups
	KFC, Church’s, Popeye’s		Plates
	Subway		Plastic Ware (knives, forks, spoons)
	McDonalds, Rally’s, Wendy’s		Napkins
	Taco Bell or Home Made Tacos		Bags for above gifts
	Arby’s		Ice cream scoop
	Birthday Cake – no candles		Cake cutter/server – no metal knives
	Ice – 2 bags		
	Drinks - Sodas (Pepsi, coke, mountain dew, doctor pepper, sprite), ice tea, fruit drinks –		

Note:

Carts and some residents are usually there to help you bring your items to the receiving room. It helps if you have a cart and some storage type boxes to move all your stuff because you will be moving it several hundred yards from your car at the front gate to the actual location of the party.

If you have any questions please telephone Judy Helms at 317-839-7751, ext. 4416 or e-mail her at jehelms@doc.in.gov