

# **Holy Family Hospital of Bethlehem Foundation**

## **Parish Advent Initiative - Recommended Planning Timeline**

Holy Family Hospital of Bethlehem Foundation encourages schools and/or parishes to join in community-wide support for Holy Family Hospital through our Advent Project, which can serve as a wonderful teaching tool to address inter-religious dialogue, respect of life in absolute terms and the dignity of work. The following timeline is provided to guide your planning for this turn-key project. Please note that though the information is targeted to Advent, these activities can be replicated at any point in the Liturgical calendar. Our Foundation team will customize this information to fit your specific activity – be it for A Solemnity of Mary, Mother’s Day or Father’s Day Project, or another appeal.

All template materials referenced below are included in the accompanying packet, and also will be accessible online at [www.birthplaceofhope.org](http://www.birthplaceofhope.org).

### **November**

- **After November 1**

- **Advance Promotion by Volunteers**

- Volunteers begin showing Holy Family Hospital of Bethlehem Foundation video (enclosed in packet materials) to age-appropriate classes/audiences to promote the Advent Project.
    - In showing the video, volunteers and student leaders may also use the accompanying Draft Remarks, to discuss the project.

- **November 23**

- **Baby Bottle Distribution to Students**

- Baby bottles distributed to students – elementary, middle and high school classes – in schools and through faith formation/education programs. *(See reverse for Baby Bottle order information.)*
    - “Youth Brochures” wrapped around each bottle to explain project. *(Sample template brochures are included in the accompanying packet.)*

- **Advertise Parish-wide Collection in Bulletin**

- Distribute promotional flyer in bulletin promoting December 7<sup>th</sup> Poor Box Collection or Second Collection for Holy Family Hospital of Bethlehem Foundation. *(Sample template brochures are included in the accompanying packet.)*

- **November 30**

- **Continue to Advertise Parish-wide Collection in Bulletin**

- Distribute promotional flyer in bulletin promoting December 7<sup>th</sup> Poor Box Collection or Second Collection for Holy Family Hospital of Bethlehem Foundation.

### **December**

- **December 7**

- **Poor Box Collection or Second Collection**

- Teen Ministry or volunteers speak at Masses to share background about Holy Family Hospital in Bethlehem and link to Parish Advent focus. *(See Draft Remarks for Student Volunteers included in accompanying packet.)*

- **December 14 and 15**

- **Baby Bottles Returned from Students in Parish Schools and Faith Formation Programs**

- Bottles recycled for continued use next year
    - See ideas to incentivize project participation and Baby Bottle return below.
    - Contributions tallied and funds forwarded for support of Holy Family Hospital.

**Project Follow-up:**

**Student Recognition by Holy Family Hospital of Bethlehem Foundation**

- Following completion of the project, our Foundation will provide an official Certificate of Recognition to the school and/or Parish with a stewardship report to share their impact of their fundraising efforts.

---

**Project Planning Notes**

**Baby Bottle Information**

- Schools may order their Baby Bottles on-line in bulk at Wholesale Party Supplies (www.wholesalepartysupplies.com)
  - Baby Bottles can be recycled from year-to-year, so after an initial bulk purchase, the hope is to re-use this critical tool of the project.
  - Alternatively, schools can fashion their own Baby Bottles, using plastic water bottles. A slit should be made by teachers and/or students' parents to enable the collection of checks, dollars and coins in the bottle.

**Incentivizing Student Participation**

- Many schools find that if they tie participation in the project to a raffle for an item – such as an X-Box, Kindle or the like – the incentive improves significantly overall results.
    - Alternative incentives may be developed on an individual school basis – such as free dress day; extended recess; Friday afternoon class movies, etc.
  - Also, many schools provide any student who returns their Baby Bottle a raffle ticket for the incentive-item. Baby Bottles represent a fixed cost, and the hope is to recycle them for future years.

**Sending Contributions to Holy Family Hospital of Bethlehem Foundation**

- All contributions should be sent to:
    - Holy Family Hospital of Bethlehem Foundation  
2000 P Street, NW, Suite 310  
Washington, DC 20036
  - Please do not send cash. Individual checks from donors as well a check from the school and/or parish in the amount of cash contributions received should be made payable to ***Holy Family Hospital of Bethlehem Foundation.***
  - Holy Family Hospital of Bethlehem Foundation is a 501(c)(3) not-for-profit organization. All proceeds are tax-deductible according to IRS guidelines. Our Foundation EIN is 52-205011
  - For questions, please contact Molly Huish at 202.785.0801 or via email at molly@hfhfoundation.org