

# Christmas toy donation: recipient-check and toy-sorting sheet

Check one named recipient before buying, packing or travelling. Complete this sheet privately on paper. Nothing needs to be submitted.

## 1. Confirm the recipient

**Recipient / organisation**

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**Official page or contact**

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**Date checked**

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**Accepted condition — new, used or both (recipient's rule)**

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**Ages supported and current needs**

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**Wrapping / packaging rule**

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**Excluded items**

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**Current deadline**

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**Drop-off address**

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**Drop-off hours / arrangements**

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**Missing detail or question to ask before packing**

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If a required detail is unknown, confirm it with the recipient. Do not copy an old deadline or assume a collection point is open.

## 2. Decide item by item

For used toys, first confirm the recipient accepts used items. Check identity, recalls, condition and essential parts. A recall search or cleaning does not guarantee safety or acceptance.

[Official recall lookup](#)

### Decision key

- Confirmed eligible: matches this recipient's current rules; no unresolved safety or condition concern.
- Ask before packing: a recipient rule or the item's suitability needs clarification.
- Hold out of donation: unresolved safety concern, item outside the recipient's rules, or no suitable recipient confirmed.

### Item 1

**Item / brand / model**

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**New or used; recipient-rule check**

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**Recall source and date checked; result or uncertainty**

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**Condition / essential parts checked; concerns**

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**Decision**

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**Unresolved question / next check**

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### Item 2

**Item / brand / model**

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**New or used; recipient-rule check**

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**Recall source and date checked; result or uncertainty**

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**Condition / essential parts checked; concerns**

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**Decision**

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**Unresolved question / next check**

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### Before drop-off

- ☐ Recipient's current address, hours and deadline checked.
- ☐ Only confirmed eligible items packed, following wrapping instructions.
- ☐ Items awaiting an answer or safety clarification kept out of the donation.

This worksheet is a sorting aid. It does not confirm a booking or guarantee acceptance. Use another copy of an item page if you need more space.