



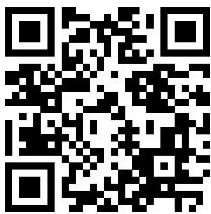
The New Pop-Up Birthday Request Form

Pop-Up Birthday provides personalized boxes to youth connected to CPS care. These boxes provide a Need, a Read and a Wish for a child's birthday as well as all the goodies to celebrate the youth's special day. Below are instructions for our new request form to submit a youth to receive a box.

Scan the QR code provided or go follow the link below to request a box.

PLEASE NOTE – one request form per youth. **We ask that all requests be submitted 30 days prior to birthday to ensure a quality box for the child.**

<https://airtable.com/appNhzpFx4ODRttib/shrmLDk4CEMIQuTfc>



As a FIRST TIME USER, you will need to add yourself into the system. This is a one-time step. Please follow the steps below to create your profile.

1. Click the link in the first field.



Birthday Box Request

This form is for use by caseworkers or care managers only. If you are a caregiver, please contact your caseworker and ask them to complete the request.

PLEASE NOTE: Requests must be submitted at least 30 days before child's birthday. Submit your requests early before we reach capacity for the month.

Person Requesting *

FOR FIRST TIME USERS...

Click the link below to add yourself in the system. This is a one time entry. Once you have completed this step you will be in the system and can skip the link and click the "ADD" button below.

<https://airtable.com/appNhzpFx4ODRttib/shrgqts76xuc8inWA>

Then return to this form to continue your request.

+ Add



1) A New window will open for you to add your information.

2) Please Add Your:

- a.** First Name
- b.** Last Name
- c.** Agency(if your agency is not listed, please call us at 512-547-3346)
- d.** Work Email
- e.** Work Phone
- f.** Supervisor Name
- g.** Supervisor Email

This information ensures we are able to contact you to expedite requests and/or clarify any information provided for a request.

3) Lastly click “Submit”. You have now created a profile and are ready to begin submitting requests.

Return to the first screen to continue your request. OR click on the link above or scan the QR code again.

Please email brie@popupbirthday.org with any questions.



Entering Requests

- 1) After you have added yourself to the system after your initial sign-in ONLY, click the “Add” button and select yourself from the drop down menu.



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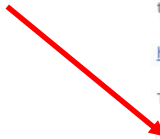
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- 2) Complete the information fields to provide information on the youth.

- a. Child's Name
- b. Child's Gender
- c. Child's Date of Birth
- d. Child's Age on Birthday
- e. Has the child ever celebrated a birthday before
- f. Child's Race/Ethnicity
- g. Child's Casenumber
- h. County
 - i. This is where the child's legal case originated.
- i. Child's Stage of Care



3) Next Complete information on the birthday box for the child.

- a. Requested Pick Up Date
 - i. **We ask for 30 days prior to pick up date.** You will be sent a pick up date based on youth's birthday and our capacity for the month.
- b. Birthday Box Experience
 - i. OPTION 1 - Simple Boxes - These boxes only include a gift wish, need and a read for the child.
 - ii. OPTION 2 - Full Party Box - These boxes include all gifts from simple box plus all supplies for a birthday party(decor, cake mix, goodie bags).
- c. Child's Gift Wish
- d. Child's Gift Need
- e. Child's Clothing/Shoe Sizes
- f. Child's Read Wish
- g. Personal Info
 - i. **Please describe the child's personality(favorite colors, characters, interests), hobbies, details about placement and/or needs, any sensory or therapeutic needs or any other information that will help create a thoughtful birthday box for the child.**

12) Click "Submit.

Thank you for requesting a box, our mission is to ensure every child connected to CPS care in Central Texas feels celebrated and special on their birthday.

We couldn't do it without your help!

Please email brie@popupbirthday.org or call 512-574-3346 with any questions.