

SHARE YOUR CHRISTMAS SPONSOR INSTRUCTIONS

PLEASE READ & Use the attached label format.

Due to continued COVID health concerns all gifts must be delivered to the

NEW DISTRIBUTION CENTER LOCATION

Distribution Center at Yates Baptist Church, 2819 Chapel Hill Rd.

- Sponsors are asked to spend a minimum **\$65.00** per person on **new** items. Please **do not** include used items as gifts without prior social worker approval. Please **ask for a gift receipt to include with the gifts.**

Gift cards for the teenagers 17 years and older, including senior adults are acceptable. The gift card should be clearly labeled for the intended member of the family.

Please be aware that the information on the profiles come from the social workers. If you require additional information about the family, you must contact the social worker listed on the profile. Feel free to copy adrienne@thevolunteercenter.org

- When packaging the gifts: **Please do not include used items.**
 - When wrapping gifts (**wrapping is optional**) for multiple family members, please clearly label gift with the name of the intended recipient.
 - Put all gifts in large plastic trash bags and attach a label to each bag(s) with the following information:
 - Name of social worker
 - Client Name
 - SYC number (located on top left corner of profile)
 - Bag numbering (see example below)

(A label template is attached)

- **Include the gift receipt** by placing it in an envelope and putting it in with the wrapped gifts.
- **Use the attached label format** to number the bags per family: please follow this example for labeling: Social Worker Name, SYC #, Client Name, Bag 1 of 3, Bag 2 of 3, Bag 3 of 3, # of bikes, # Gift Cards. Please ensure that the label is **securely** to the bags.

- **Delivery of Gifts to the Distribution Center: Yates Baptist Church, 2819 Chapel Hill Rd., 27707**

- Delivery Dates:
 - December 2-3 Thur. & Fri. (9am-4:30pm)
 - December 4, Sat. (10am-2pm)
 - **CLOSED Sunday, December 5**
 - December 6-10, Mon.-Fri. (9:00am-4:30pm)
 - December 11 Sat. (10am-2pm)
 - December 12, Sun. (12noon-4pm)

- For tax purposes save store receipts, gift suggestions and thank you letter (the thank you letter will come from the Triangle Nonprofit & Volunteer Leadership Center in January).

Questions: contact Adrienne Clark adrienne@tnvlc.onmicrosoft.com or (919) 321-6926

Questions regarding gifts for the family: Contact the social worker listed on the profile, the SYC staff will not have additional information about the families.

Social Worker: _____

Christmas Number: _____

Client Name: _____

Bags: _____ **of** _____ **Total # Bikes:** _____

Social Worker: _____

Christmas Number: _____

Client Name: _____

Bags: _____ **of** _____ **Total # Bikes:** _____

Social Worker: _____

Christmas Number: _____

Client Name: _____

Bags: _____ **of** _____ **Total # Bikes:** _____

Social Worker: _____

Christmas Number: _____

Client Name: _____

Bags: _____ **of** _____ **Total # Bikes:** _____