SHARE YOUR HOLIDAY SPONSOR INSTRUCTIONS

PLEASE READ & Use the attached label format.

DISTRIBUTION CENTER LOCATION

Yates Baptist Church, 2819 Chapel Hill Rd. Durham, 27707
Look for the SYH Drop-off Directional Signs

- Sponsors are asked to spend a minimum of **$75** per person on **new** items. Please **do not** include used items as gifts without prior social worker approval. However, **clean/gently** used bikes are acceptable.
  - Gift cards for teenagers and older, including senior adults, are acceptable. The gift card should be clearly labeled for the intended member of the family and **include a gift receipt**.
  - All bike donations should include a new helmet!
  - Please be aware that the information on the profiles comes 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 betty@thevolunteercenter.org.
- When packaging gifts: **Please do not include used items.**
  - When wrapping gifts for multiple family members **(wrapping is optional)**, please clearly label the 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
    - SYH number (located on top left corner of profile)
    - Client Name
    - Bag numbering (see example below)

    (Label template is attached)
  - **Use the attached label format** to number the bags per family: please follow this example for labeling: Social Worker Name, SYH #, Client Name, Bag 1 of 3, Bag 2 of 3, Bag 3 of 3, # of bikes, # Gift Cards. Please ensure that the label is attached **securely** to the bags.
- **Delivery of Gifts to the Distribution Center: Yates Baptist Church, 2819 Chapel Hill Rd., Durham 27707** (Please contact us if you need a different delivery time.)

Delivery Dates: December 3-14

Monday-Friday: 9am-4:30pm

Saturday-Sunday: 10am-3pm

For tax purposes, please 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 Betty Njaramba at betty@thevolunteercenter.org or call 919-321-6926.

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

Thank you for your continued support!!

Social Worker: _____

SYH Number: _____

Client Name: _____

 # Bags/Boxes: _____of _____# Bikes: _____# Gift Cards: _____

Social Worker: _____

SYH Number: _____

Client Name: _____

 # Bags/Boxes: _____of _____# Bikes: _____# Gift Cards: _____

Social Worker: _____

SYH Number: _____

Client Name: _____

 # Bags/Boxes: _____of _____# Bikes: _____# Gift Cards: _____

Social Worker: _____

SYH Number: _____

Client Name: _____

 # Bags/Boxes: _____of _____# Bikes: _____# Gift Cards: _____