

Operation Good Cheer Donor Guidelines

Child and Family Charities volunteer Christmas gift-giving program has touched the lives of children placed in foster care, residential treatment facilities, and group homes across Michigan. Thanks to your participation, Operation Good Cheer will positively affect the lives of thousands of foster care children, youth, and adults with disabilities across the state. Whether you have chosen to individually sponsor a child, or are participating with your family or company, your commitment will “make Christmas wishes come true” for the children of Operation Good Cheer. You can never imagine how much your generosity is appreciated.

We have provided the guidelines below to assist in your participation as a donor. Please refer to them for important information regarding the purchasing, wrapping, and delivery of gifts for your sponsored child.



Purchasing Gifts

Key Points

Please purchase a minimum of three gifts.

Regardless of the number of gifts purchased, please make sure they are in three packages.

Please no used items.

- Each donor receives a Wish List personally created by the sponsored child to give them the opportunity for the most memorable Christmas possible. Included is a brief personal profile, as well as six gift requests. We ask that donors purchase a minimum of three gifts. This is to ensure each child enrolled sees the same number of gifts, as there are often siblings opening together. If you choose to purchase more than the required three gifts, please package and wrap the gifts in a way that the child will still receive three packages.

- For clothing, feel free to include gift receipts (if there is no personal information).

- Though children specify six items they would like to receive, the gifts you purchase do not have to match them exactly. The personal profile provided on each

Wish List can be helpful in giving you an idea of the child's interests and choosing an appropriate substitute. Please do not worry if you cannot grant a wish exactly, the children are most grateful for all gifts. Remember to purchase **three** items.

- **Please ensure that you have not purchased items with lithium batteries or other fire hazardous materials**

- For many of the children enrolled in Operation Good Cheer, this is their first-time receiving gifts for Christmas. Because of this, we want their Christmas to be as special as possible. Though we appreciate your good intentions, *please do not send used gifts to the children*. If you are interested in donating used books and toys, please contact our office.

Note: Child and Family Charities makes every effort to review every Wish List before it is forwarded to donors. However, you may receive a list with an item that may seem to be a questionable gift request. Examples of these can be music, movies, or game requests with questionable content. The description of the child, for example the reason the child was placed in care or their age, may help in deciding whether a gift is appropriate for that child. Additionally, please be advised that many of the children in Operation Good Cheer are placed in rural areas and may request items for hunting or fishing. These items are approved by the agencies the child is placed with and used in agency activities and with the foster families. These activities give the children positive reinforcement, an active attachment with their caregiver, and further lead them away from negative thoughts and behaviors. But

Important Reminders

For our volunteer's sake, please be mindful of oversized/heavy packages. If you have questions, contact our office.

Due to dietary restrictions, please do not include food or candy unless specifically requested.

Gift drop off sites are communicated in mid-November. Please do not deliver gifts to any location before you hear from our office.

please, use your best judgment and never purchase anything that makes you uncomfortable. If you need further assistance, feel free to contact our office.

Wrapping Gifts

- Each Wish List has two sheets of labels attached to it: one sheet of labels with the child's name and one sheet of labels with a green number. *These labels are important to ensure the gifts get to the correct agency and child.* Please do not discard these labels or alter them in any way. If you lose or need additional labels for any reason, you may contact our office and we will supply them. If you decide to re-create the labels, please ensure they have the exact same format as the original, including color, spacing, and size.
 - After wrapping the gifts, place one of each label (one with the child's name and one with the green number) on two opposing sides of every wrapped package. Because these labels are used for our delivery and tracking system, both are necessary and need to be clearly displayed to ensure your gifts get to your sponsored child. Remember--**each child must have three packages (no more, no less).**
 - Also: Remember to be aware of the size of boxes-many gifts are transported by small airplanes.
 - When you have finished wrapping the gifts and attaching the labels, please place them in a large, **clear** plastic bag to protect them during transportation. If you sponsor more than one child, you may put all their gifts in one clear plastic bag **only if their green number labels are the same.** If the children's green number labels are different, please put gifts in separate clear plastic bags.
 - If you purchase a bike, please be sure it is assembled. *Please do not put labels directly on the bike or bike seats.* Attach the child label and destination code labels to a sheet of paper and secure the piece of paper to the bike.
- Due to the sensitive backgrounds of the children enrolled in Operation Good Cheer, we must maintain confidentiality. **Please refrain from including any identifying information with your gifts, such as your name and/or location.** Please do not include Christmas cards, letters, photos, or any other personal items along with your gifts. Gifts received with any personal information from the donors are reported to our agency.

Key Points

Place one of each label on two opposing sides of every package.

Do not place labels directly on bikes.

Please do not include any identifying information.

Delivery

Please watch for information regarding your drop off time and place as it may change. Please do not drop off gifts outside of your designated drop off times.

Gifts will be collected from drop-off locations and transported to a warehouse for sorting on. They will be consolidated at the warehouse and delivered to various locations throughout Michigan. *Please*

watch for drop location information. You will be sent further information regarding gift drop-off and gift collection once we finalize the details.

Please remember all gifts and donations are tax deductible

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