

EVENT / ACTIVITY: Christmas Gifts for the Child Study and Treatment Center

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WHEN OCCURS: Christmas Season

MANPOWER NEEDED AND TIME COMMITMENT:

- Prior to the Activity – (1-2 hours for POC)
 - Receive budget from Kiwanis club treasurer (\$30 per child)
 - Contact Child Study Center POC and get # of and type children who need gifts list. Request list be printed neatly and any guidance on child likes/dislikes is helpful.
 - Develop online shopping list and purchasing plan
- Activity (varies)
 - Get a small committee of volunteer shoppers to do mostly online shopping. Can supplement with in store purchases.
 - Deliver unwrapped gifts to Child Study Center

PROCEDURES:

- Contact Child Study Center POC Recreational Therapist by Nov 1. Within days, a list will be sent of children needing gifts. The list will suggest three potential gifts per child; however, only one is purchased by the Kiwanis club. Cost per gift will not exceed \$30. (Some gifts may exceed \$30 but overall cost for all gifts should not exceed \$30 per child). Usual number of gifts purchased is 40-44 for children, ages 7-17. No clothing is purchased other than shirts, gloves, hats or sweatpants.
- Divide gift list and assign volunteer shoppers gifts to be purchased. Gifts are left unwrapped.
- Collect gifts and sort by housing units (referred to as cabins) as listed on initial gift list from CSC. The CSC always appreciates rolls of wrapping paper with the gifts.
- Deliver sorted gifts to Child Study Center by NLT 2 weeks before Christmas
- Submit receipts for reimbursement to club treasurer
- Submit volunteer hours to club secretary.