



Welcome!

Thank you for partnering with the Family Giving Tree for the Holiday Wish Drive. By working with you and your organization, we hope to create a simple and meaningful way to enrich children's lives. This packet contains useful information to help you coordinate your Drive. By referring to these tools and collecting the specific wishes of the children you serve, you will help us bring joy to those who need it most.

IMPORTANT DATES (SUBJECT TO CHANGE)

July 27	Wish entry begins
Sept. 15	Deadline to enter wishes Wishes not entered by this date will be allocated to other agencies
Early Nov.	Pick-up dates sent to agency contacts
Dec. 15	Pick-ups begin
Dec. 24/25	Warehouse closed

BENEFITS OF ENTERING WISHES BEFORE SEPTEMBER 15 DEADLINE

1. 3,500 gift choices to choose from
2. Earlier entry = Earlier pick-up time
3. Enter all wishes by September 15 to be entered into a drawing for a children's holiday party



Collecting Great Wishes

The right gift for the right child

To help ensure your children get exactly what they would like, please follow these few simple guidelines when collecting their special wish.

- Make sure the gift **request** is as **specific** as possible. For example, donors are more likely to buy:
 - Craft kit to *make a necklace*
 - *Batman* underwear size 5
 - Bug catcher kit
 - *SpongeBob* sleeping bag
 - *Floral* body wash and lotion
- Make sure that proper gift selection guidelines are followed.
- **For clothing** requests, please include the correct **size requirements**. This applies to shoes, slippers, roller skates, jackets, hats, sweatshirts, etc.
- The **appropriate spending level** per choice is \$25 – \$40 dollars.
- Once again, **please be accurate with wishes**. Wish lists requesting a large percentage of the same item will be returned for proper completion.
- Please have the child choose a **different** gift for their second choice to increase the odds of getting at least one of their choices fulfilled.

Helpful Hints

1. When logging in, use your Code Name as your User Name.
2. You have the option of viewing what the wish will look like on the card we send to donors. Simply click the "View Wish Card" button.
3. Refer to the "Guidelines for Wish Entry" link if you need help along the way.



Suggested Gift Items

ARTS & CRAFTS

Art & supplies*
Crafts & supplies*
Crayola & coloring*
Jewelry making
Scrapbooking
Sewing items

ACCESSORIES

Belts/suspenders
Gloves/scarves
Hats
Jewelry
Purses
Watches

BODY & PERSONAL CARE

Bath & body care
Cosmetics
Dental items
Fragrance & perfume
Hair care
Men's grooming
Nail care

BOOKS

Audio books
Comic books
Educational books*
Infant/baby books
Journals & diaries
Kid's books
Novels
Religious books
Young adults books

CLOTHING

Blouses
Dresses
Footwear
Infants & toddlers clothes
Jackets, coats & sweaters
Pants
Sweats
Tops and shirts

EDUCATIONAL

Backpacks
Educational electronics*
Educational games*
Educational science*
Educational toys*
School supplies

ELECTRONICS

Clock radio
MP3 players

GAMES

Board games*
Card games*
Dominos, dice & tile games*
Educational games*
Electronic games*
Handheld games*

HOUSEHOLD

Bath items
Bedding
Gardening tools
Kitchen items
Snacks and candy

INFANT/TODDLER

Car seats
Diapers
Monitors
Wipes

MUSIC & MOVIES

Movies
Musical instruments*
Music CDs*

OUTDOOR RECREATION

Balls
Camping & sleepover
Games
Helmets
Scooters
Skateboards
Skates
Sports equipment

PRETEND PLAY & COSTUME

Kitchen play
Music toys*
Work play

TICKETS

Movie tickets
Transportation tickets

TOYS

Action figures
Barbies
Building toys*
Cabbage Patch
Cars & trucks
Dolls
Dora the Explorer
Educational toys*
Electronic toys*
Ethnic dolls
Infant toys
Legos*
Pillow Pets
Puzzles*
Remote control toys
Ride ons
Toddler toys

*Denotes STEAM related gifts



Family Giving Tree's Holiday Wish Drive

FAQs

1. MAY I SUBMIT WISHES AFTER THE DEADLINE?

Unfortunately, we cannot extend the deadline. Once you submit your wishes, we have limited time to edit, print and send them out. Wishes not entered by the due date will be allocated to other agencies.

2. ARE THESE WISHES GUARANTEED TO BE FULFILLED?

We cannot guarantee that you will receive exactly what was asked for, but if you submit your wishes by the posted deadline, no child that you have signed up will go without a gift.

3. WILL THE GIFTS COME WRAPPED OR UNWRAPPED?

This is entirely up to you. If you prefer to receive your gifts wrapped, please make sure to indicate your choice when registering. Due to time and volunteer constraints, we cannot guarantee that all requested wrapping will occur.

4. I CANNOT MAKE IT TO THE WAREHOUSE TO GET OUR GIFTS, WHAT SHOULD I DO?

We do not have the resources to deliver gifts to your agency. If you cannot come to the warehouse to pick up your gifts, please make other arrangements to have them picked up. Gifts left in the warehouse after the program ends will be given to other agencies.

5. MY AGENCY IS CLOSED DURING THE HOLIDAYS; MAY I STILL PARTICIPATE?

Yes. Some agencies shut down for the holiday season. We understand this; however we cannot get your gifts to you any earlier than your scheduled pick-up time. This means you may have to put forth extra effort to get these wishes to your clients before the holidays. We've had agencies open their doors for one night to hold a holiday party for their clients, some have gathered at their local community center and other agencies have gone above and beyond to deliver each gift to their client's home. Rally some volunteers to help make it happen, these children are worth it!



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Terms & Conditions

1. 501 C (3) STATUS

- a. Our Board of Directors has deemed it necessary to verify your 501-c (3) status. This assures us that the services we provide will reach the neediest children in our community. Proof of your status may be mailed or faxed to our office, and must be received before participating. Government run agencies are exempt from this requirement.

2. GIFT PICK UP INFORMATION

- a. Your agency will be assigned a specific pick up date after you've entered your wishes. We will email you the details early November. Pick up dates are scheduled for mid December. No exceptions will be made, so please do not plan on receiving your gifts before mid December; gifts cannot be picked up any earlier as they will not be ready.
- b. Your pick up date will be determined based on when you complete your wish list. Earlier completed wish entries receive earlier pick up dates!
- c. If you are unable to come to the warehouse to pick up your gifts, please make other arrangements to have them picked up. Gifts left in the warehouse after the program ends will be given to other agencies.

3. GIFT STANDARD

- a. If you suspect the gift wished for may be difficult to find, please check availability in local stores or online. If you can't find the gift, then have the child make another wish.
- b. Once again, please be accurate with the wishes. Wish lists requesting a large percentage of the same item will be returned for proper completion.

4. MISSION INTENT

- a. When your agency accepts gifts from the Family Giving Tree's Holiday Wish Drive, you become a partner in executing Family Giving Tree's mission.
- b. Through this partnership with us, you are responsible for fulfilling the following terms:
 - to collect the exact and specific wishes of each of your clients
 - to assure that each client receives their exact wished for gift
 - to distribute any and all gifts in a timely fashion in keeping with the spirit of the Holiday Wish Drive.

I understand and agree to these terms and conditions:

Agency Name

Agency Contact Signature

Date

Agency Contact Printed Name

Title/Position

Family Giving Tree's Holiday Wish Drive

Collection Worksheet

First Name	Last Name	Age	Gender M or F	Size*	First Choice Gift (required)	Second Choice Gift

*If applicable