



GRACE CHRISTMAS GIFT PROGRAM

Instruction Sheet for Churches and Organizations

1. Assign sponsors to each of the families for which you have received gift cards. Give the sponsors the gift cards for the families/children they receive.
2. Keep a copy of the gift cards you receive from GRACE in case the sponsor who selects a family loses their gift card.
3. Keep a record of the sponsor names on the list provided so you will be able to follow up if the gifts are not returned to your church or organization
4. Children are grouped according to families in order to keep spending consistent within the same family. **Please avoid separating families if at all possible.** If you pair up more than one sponsor for a single family, please caution all the sponsors for that family about uneven giving to children within the family. Suggest that they compare notes with other sponsors to insure consistent giving within the same family.
5. There is no maximum or minimum amount required to spend on each child. Families are told that we do not guarantee they will get everything on their Wish List. However, sponsors may ask someone to go in with them to help provide for the child. For many children, this is the only Christmas they will get. God loves a cheerful giver. Sponsors should give as they feel led to give. Ask the sponsors to inform the church contact person if they would like to be paired up with another sponsor to help with purchases.
6. **Please do not wrap gifts, but wrapping paper and tape may be provided.** Each child's gifts should be concealed in a separate box or black trash bag labeled with the gift card for that child. **If more than one box or bag is needed for a child, please attach a copy of the gift card to each box or bag and mark it with the number of boxes or bags provided for that child (e.g., Box 1 of 2 and Box 2 of 2 if there are a total of 2 boxes or bags).** Children within the same family have very similar numbers so please check these numbers carefully.
7. **Have the sponsors return gifts to your church or organization on Sunday, December 6th** unless the contact person would like them on an earlier date. Make sure to account for all families and children assigned to your church. Deliver the gifts along with your assigned sponsor list to the American Legion Building, 636 Madison Road, Stanardsville on **Sunday, December 6th, 2020 between 2:00 pm and 6:00 pm unless your contact person has a specific appointment with the Christmas coordinator.**
8. GRACE needs volunteers to assist with the following if your group can help:
 - a. Sunday, December 6th, from 1:30 pm to 6:00 pm-Unloading and organization of gifts
 - b. Wednesday, December 9th from 8:30 am to 5:00 pm Distribution of Gifts
 - c. Wednesday, December 9th from 4:30-5:30 pm Cleanup
 All program activities are at the American Legion Building, 636 Madison Road, Stanardsville

May God Bless each and every one of you for your help with this ministry. Our prayer is that needs will be met and hearts will be touched this Christmas Season.

Program Sponsored by Greene Alliance of Church/Community Efforts Inc. (GRACE)

P O Box 513 Stanardsville, VA 22973

1-434-481-1821 (dial the whole number including the "1")

gracechristmasgift@embarqmail.com * www.greenealliance.org



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