



Giving Tree Guidelines

Christmas is for Children (CIFIC) responsibilities:

- CIFIC will provide Wish Lists with the child's name, the agency, the child's number and the child's wishes (sizes will be included)
- CIFIC will provide a drop-off location and date.

Coordinator responsibilities:

- Coordinator will be the primary contact person for Christmas is for Children
- The coordinator will be responsible for assigning children to customers/clients and ensuring that all assigned children's gifts are returned before the deadline
- All gifts must be:
 - **New**
 - Individually wrapped and labeled with the child's name (no need to write "from" - the caregiver will fill it in)
 - Placed in a large, **black** plastic garbage bag, **securely** tied closed. On the outside of the bag, securely affix a label (shipping tape works best) with **LARGE printed** lettering

The label should include

Agency

Child's name

Child's agency-assigned number

Christmas is for Children, Inc.

PO Box 214, Basking Ridge, NJ 07920: 908-766-6661

E-mail: njchristmas4kids@gmail.com Web: www.NJChristmasIsForChildren

October, 2021

