



Giving Tree Guidelines

Christmas is for Children (CIFC) responsibilities:

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

Coordinator responsibilities:

- Coordinator will be the primary contact person for Christmas is for Children (CIFC).
- 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 (gifts for the agency "Chabad" must be wrapped in Hanukkah paper) 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.

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