



Secret Families Christmas Charity

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<http://www.secretfamilies.org>

Dear Tree Delivery Captains:

Thank you for your time and bringing your team to deliver 6-10 Christmas Trees to our deserving Secret Families across Delaware County. Please meet at 8:45 AM - 9:00 AM on the day of the event in the Meijer parking lot on the West side of the building. **Todd Merickel (765-748-9400)** is the coordinator for all tree delivery teams.

General Information You Should Know:

You may be ahead of or behind the present delivery team, so play it by ear when you make the tree delivery. Once you have arrived at a family's residence, they may or may not want you to decorate the tree. It does not matter to us, we are there to serve them.

- Please **use the list below as a checklist** of what to leave with each family.
 - 1 Tree & Stand
 - 2 Boxes of Lights
 - 2 Packs of Ornaments
- The **order of events** is also listed below. Please use that as a guide.
 - Arrive and identify that you are at the correct house. If there is no number, you may need to knock on the door and ask.
 - See where they want the tree and cut the tree to the appropriate size.
 - Prune the bottom limbs of the tree so that presents will fit under it.
 - As if they want to decorate the tree or have your team decorate it for them.
 - Make sure they add water and inform them to keep it full daily.
 - Give out plenty of hugs, smiles, and handshakes.
 - If the presents haven't arrived yet, tell them they will be coming later.

Please take your time and make your deliveries special for each family we serve. Have an authentically beautiful time with the family while you are there. Some may want you to stay at chat a bit, offer a cookie, or prefer to remain quiet and thankful. Please express how honored we are for them to allow us to help in this way.

Many houses will have RED RIBBONS out front so you can more easily identify the homes we are serving. While we make an attempt to get to many of the homes, not every home will have a ribbon, or they may blow off. Please rely on the addresses given as your ultimate guide.

If you'd like to be a part of funding this year's event, donate at our website:
www.secretfamilies.org.

THANK YOU!