



Secret Families Christmas Charity

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<http://www.secretfamilies.org>

Dear Wrapping Captains:

Thank you for coming out to help our organization serve so many families across Delaware County this holiday season. Please register at the North entrance of Toyota. You will be given team table assignments at registration. Your contacts are Chris Holdren (765-744-0362) and Katie Harris (765-744-0793).

Shift Schedules

Shift 1 7:30 AM - 9:30 AM

Shift 2 9:30 AM - 11:30 AM

Shift 3 11:30 AM - 1:30 PM

Please be onsite 15 minutes prior to the beginning of your shift and gather your team (max 8 people) before entering Toyota. This will speed up your registration and keep traffic smooth.

- Please allow 25 minutes (max) per family for wrapping. You will be wrapping around four families. Those in Shift 3 may be asked to wrap for more depending on late additions.
- Please ask for more supplies as you need them, or ask for removal of trash. We have helpers for this so you can focus on wrapping.
- Make sure you look at your family sheets and ensure you have a gift bag for every person on the list. Once you have verified that, please sign the family sheet.
- When you have completed wrapping for an entire family, raise your hand. Maddie Fox's team will come check your bags.
- Once Maddie's team has taken the bags, raise your hand again and a set of gift bags for another family will be brought to your table.
- Due to space constraints, please do not bring along anyone but team members at your wrapping table. We simply do not have the room!
- If you could leave your coats in the car, it would be helpful. We do not have space for 1,000 coats!
- Shuttles will run between Meijer and Toyota parking lots. Please park in the Southwest corner of Meijer's parking lot. We try to keep all unnecessary traffic away from Toyota to keep volunteers safe and have adequate room to support the activities of the day.

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

www.secretfamilies.org.

THANK YOU!