Annapolis Chapter Basic Needs

 Self Esteem

Christmas Project

**Timing, duration, frequency of program**

Once a year, September- December

**Fiscal Information**

Budgeted expense total for program last year - received $2975 from 14 donors

Value of in-kind donations (estimated total) – unknown (complete Christmas for 350 children, donated by members and 2 schools.)

**Partnerships**

Do you partner with another organization/agency for this program? Yes

 County Health Departments provide and vet children’s names and distribute gifts

 2 Catholic Schools purchase gifts

**Clients**

Number of children/families served your last fiscal year: 355 children

Age range of clients served: birth to 12

**Volunteers**

What roles do the volunteers have in this program?

 Organizing names and making gift tags, assigning names to gift buyers (members and

schools), gathering and organizing gifts for delivery, buying gifts

**Program Description**

Overall goal of this program: to provide a complete Christmas (clothing, books, toys) for children in need.

What service/materials do you provide to your clients? Christmas gifts

In September Health Departments are contacted about gathering names. A group meets in October so members can be assigned children. Gift tags are were color coded with round stickers to make identification easier when delivering the packages. A week later, an addressing meeting is held Envelopes were addressed, stamped and stuffed with letters and tags. Reminder and thank you postcards were addressed and stamped and filed in alphabetical order (these are mailed 2-3 weeks before gift collection in December). Envelopes with letters requesting donations from members on our letter list were addressed and stamped. There were sign-up sheets for additional items for members to bring on collection day and for jobs that needed to be filled on collection day.

In the first week of December, all gifts are collected at a designated location. They are organized and bagged by child and delivered via U Haul to the health departments for distribution. Missing gifts are purchased that day by designated buyers.

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