

2015 TOY RESCUE MISSION CHRISTMAS DISTRIBUTION SCHEDULE BY DATE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Orientation ALL NEW XMAS VOLUNTEERS	2 A-D	3 E-L	4 M-R	5 S-Z
6 CLOSED	7 CLOSED	8 CLOSED	9 M-R	10 S-Z	11 A-D	12 E-L
13 CLOSED	14 CLOSED	15 E-L	16 CLOSED	17 M-R	18 S-Z	19 A-D
20 CLOSED	21 VOLUNTEER PARTY TBA CLOSED	22 WALK IN'S	23 WALK IN'S CLOSE AT 3PM FOR SEASON	24 CLOSED	25 Christmas Day	26 Kwanzaa
27	28 SERVING JAN BIRTHDAY'S	29 CLOSED	30 SERVING JAN BIRTHDAYS	31 CLOSED New Year's Eve		

PLEASE FIND THE GROUP THAT THE FIRST LETTER OF YOUR LAST NAME IS IN. YOU MAY COME ON EITHER OF THOSE DAYS BETWEEN 9AM AND 3PM. YOU MUST SHOW A **PROVIDER ONE CARD** FROM DSHS OR A CURRENT AWARD LETTER FOR EACH CHILD. WE SERVE AGES BIRTH TO 15 ONLY. PARENT MUST RESIDE IN PIERCE COUNTY AND HAVE PROOF OF ADDRESS. SEE OUR ZIP CODE CHART

CHILDREN NOT PERMITTED EXCEPT FOR PICTURES WITH SANTA DAY, NOVEMBER 28TH.

ALL DECEMBER BIRTHDAYS MUST BE SERVED PRIOR TO NOVEMBER 25

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Dear Volunteer,

Attached is the schedule we will use for serving our Christmas clients.

Please note that on each day we are open to the public, you will see an alphabet group such as A-D. That means we are serving families whose last name begins with that letter group. Each family group will have three (3) opportunities to come in and select gifts for their children.

If you are a new volunteer this year we ask that you attend Orientation on Dec 1 at either 10AM, 1PM, 3PM or 6PM. Orientation is typically less than an hour.

Volunteer shifts will be from 8AM to 12:30PM or 12PM to 4:30PM. This will allow for overlap and lunches. We can accept partial shifts (2 hours or less) to help with stocking shelves, breaks or clean up.

Maximum number of volunteers per shift will be **16** for any given day. If your group would like to reserve an entire day, please contact us early. Please know that we depend on you when you schedule. If you cannot come or come with less than you sign up for, it creates a customer service issue for our clients. It also interrupts lunches and or breaks.

All volunteers must be at least 16 years old. Reminder for those that bring their children, we cannot accept younger children due to the fact that we are open to the public. We have no way to background check clients so we limit the ages of minor children to ensure their safety. In some circumstances minors may be allowed with a parent if we decide to open evenings for limited appointments.

Bi-lingual volunteers would be awesome. We especially need those fluent in Spanish or Russian. Please let us know in advance if you are bi-lingual.

As always, for questions, do not hesitate to contact me by phone during office hours at **(253) 460-6711** or by email: martha@toyrescuemission.org. I will return all calls and emails as soon as possible. Parking instructions will be sent out closer to December.

Thanks

Martha