I. Instructions for Sponsors

- Spend approximately $50 per person on new items. (Some sponsors choose to spend more, and that is entirely up to you.)
- Please do not include used items as holiday gifts.
- Each gift should be wrapped and clearly marked with the first name of the person and the family's profile number. Remember to take the price tags off the gifts, but leave the bar codes on the tags so the items can be returned if needed.
- Place all the gifts for your family in a large trash bag(s). Then, using masking tape, label the bag(s) with the family's profile number and the name of the social worker assigned to the family.
- For tax purposes--save store receipts and the gift suggestion/family profile sheet.

Gift Delivery
Drop off your family's gifts at the Duke Community Service Center no later than Wednesday, December 7, 2016.
Drop off times: December 5-7 between 8:00 a.m.-1:00 p.m. and 2:30-4:00 p.m. Please call BEFORE you come.
Location: 114 S. Buchanan Boulevard, Smith Warehouse, 2nd floor in Bay 7 South. (You access our bay from the Maxwell Street side of the building.

Wrapping Gifts
Place a gift tag with the recipient’s name and SYC/Christmas# on each gift.
Write the family’s SYC/Christmas profile number in small print on each gift.
Leave the line identifying the gift giver blank.
Place all family gifts in large trash bags labeled with Social Worker name, SYC/Christmas#, Client Name, and number of bags.
Be sure the label is large enough to be seen and is taped securely on the outside.

II. Do’s & Don’ts

- Do make sure that you spend approximately the same amount of money ($50 including the cost of wrapping) on each person in your family.
- Don’t scrimp on the gifts of older siblings and parents.
- Don't buy items that are already damaged in any way
- Do buy items of clothing that are machine washable.
- Don’t buy items (other than coats) that require dry cleaning.
• Do color coordinate dresses, slacks, and shirts for the siblings in the family so they can share and mix and match.
• Don’t buy dressy clothes that family members can’t wear to school or work unless they have specifically requested them.
• Do buy the heaviest, best constructed and most weatherproof winter coat your gift buying budget can afford if a member of the family has requested one.
• Don’t buy leather or suede jackets.
• Do try to buy a particular name brand toy if a child has requested it.
• Don’t buy an expensive name brand toy if it means that you won’t also be able to buy needed clothing. Instead, buy a cheaper toy that approximates that one requested by the child.
• Do wrap your family’s gifts. Do remember to place a gift tag with the recipient’s name on each gift, but leave the line identifying the gift giver blank for the parent to fill in.
• Do write the family’s profile number in small print on each gift.
• Do assemble the family’s gifts in extra large, draw string garbage bags labeled with the family’s profile number on masking tape and the name of the family’s social worker.
• Do CALL BEFORE you deliver your gift items.
• Don’t spend a lot of money on gift-wraps and bows.
• Do buy and wrap all batteries for toys and electronic equipment that require them.
• Don’t assemble very large items like baby carriages, jungle gym sets, bassinettes, or cribs.
• Do all of your shopping and wrapping as soon as possible, and Do bring the gifts to the Community Service Center by the December 7 deadline.
• Don’t show up without calling ahead to insure staff is available to receive your donations.
• Don’t forget to check your purchases against your family requests to make sure that everyone in the family has received at least one gift.

III. Good Places to Get Good Buys in Durham

• Sears at Northgate Mall has a wide selection of family clothing. It is a good choice for women’s dresses, slacks, and sportswear, men’s dress shirts and slacks, and baby, toddler and children’s clothes and coats. If you have a large number of kids in your family, ask about Sears’ "Kid Advantage" discount program.
• Target is a good place for linens, towels and wrapping supplies
• Wal-Mart (either the one located on 15/501 or on Glenn School Road) is an especially good choice for boys’ & girls’ jeans, pampers, watches, electronics, toys, bikes, trikes, housewares, and linens. Wal-Mart is also a good place to shop for dolls of color.
• Toys ‘R Us, which is across the street from Target, is the place to find brand name toys.
• Everything’s a Dollar, 5 Below, Dollar Tree and a variety of other “dollar stores” are great places to buy inexpensive gift-wraps, ribbons, tags, tape, and bows.

Updated October 20, 2016