I. Instructions for Sponsors

- Spend approximately $65 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 SYC/Christmas number. Remember to mark out the price of the gifts, but leave the tags on so the items can be exchanged if needed.
- Place all the gifts for your family in a large trash bag(s). Then, using heavy tape, label the bag(s) following the example below.
- For tax purposes--save store receipts and the gift suggestion/family profile sheet.

Gift Delivery Options this year
1) Drop off your family's gifts at the Duke Community Service Center no later than 3:00 p.m. on Wednesday, December 4, 2019.
   Drop off times:
   - December 2 between 9:00 a.m.-3:00 p.m.
   - December 3 between 8:30 a.m.-12:30 p.m. and
   - December 4 between 9:00 a.m.-3:00 p.m.
   We cannot make appointments in advance. Please call BEFORE you come.
   New Location: Tower at Mutual Plaza, 411 W. Chapel Hill Street, 5th Floor. Visitor parking is in the front of the building.

2) Take your gifts directly to the DSS Distribution Center at Northgate Mall
   December 6 between 9 a.m.-6 p.m.  December 7 between 10 a.m.-2 p.m.
   December 8 between 12 noon-4 p.m.  December 9 between 9 a.m.-6 p.m.

   Location is in the store front right next to DRESS BARN. There will be a “Share Your Christmas” sign in the window.
   Be sure to notify the CSC of your intentions by December 2.

• Wrapping Gifts
Place a gift tag with the recipient’s name 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, sturdy trash bags labeled with Social Worker name, SYC/Christmas #, Client Name, number of bags and number of bikes (if any). Be sure the label is large enough to be seen (about the size of ½ sheet of paper) and is taped securely on the outside.

To: Winter
From: SYC #2014

Social Worker: __ Mary Claus __
SYC/Christmas #: ____2019____
Client Name: ___Winter Holiday __
# Bags: __ of __
Total # Bikes: __2__
II. Do’s & Don’ts

• **Do** make sure that you spend approximately the same amount of money ($65 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.

• **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 similar but cheaper toy.

• **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 sturdy garbage bags labeled with the family’s profile number and the name of the family’s social worker.

• **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 4 deadline.

• **Do** CALL BEFORE you deliver your gift items to our office (919) 684-4377 to insure staff is available to receive your donations.

• **Do** check your purchases against your family requests to ensure that everyone in the family has received at least one gift.

III. Good Places to Get Good Buys in Durham

• 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.

• 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.