

Re: RTL Holiday House

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From:

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Dear PTA members,

The Holiday House is a gift giving experience for families in need that reside in our area. Through volunteer efforts and community contribution, we create a holiday atmosphere. Families come by appointment, to experience a warm and inviting store setting where they can select the gifts they would like for their child (no money involved), wrap their gifts if they would like, and connect with other families. Families are able to choose the gifts their children receive and are encouraged to volunteer to serve others that come to the Holiday House. Each item donated is assigned a value and there is a gift value limit for each child.

In order to provide this service, many volunteers are necessary. Here is a list of lead volunteer roles.

Leads

1. Appointment Scheduler(s):
2. Facility Lead: Decoration and Set Up, and Clean Up:
3. Decoration and Wrapping Paper Collection:
4. A source for long Rectangular tables and chairs (12-15 tables and 15 chairs)
5. Community Gift Drives:
6. Transport Toys for Tots Gifts from SW to Coupeville:
7. Fundraising Contribution Letters -
8. Promotion:
9. Holiday House On Site Operations:
10. Inventory management:

Other Volunteer Tasks

1. Decoration
2. Clerical help with mailing, phone calls, photo copying, and volunteer sign up
3. Distribution of collection boxes –
4. Gift tags (design and distribution)
5. Holiday House Signage -
6. Volunteer Staff Confirmations -
7. Greeter
8. Personal shopping elves
9. Daily set up and restocking of shelves
10. Making/Donating Refreshments
11. End of day clean up
12. Floater
13. Gift Wrappers
14. Spanish Speaking Volunteers:

Holiday House Dates and Hours are as follows:

Decorate- Dec. 9 and 10

Store Set up- Dec 14 and 15

Store Open- Dec 16-19, (21 as needed)

Hours of operation: (w) 9-5, (th) 9-5, (f) 9-8, (s) 9-5, (m) 9-8

Clean up Dec 22-23

I encourage you to share this list with anyone in the community that would like to help family have a wonderful Christmas this year, including, but not limited to the PTA parents :)

Thank you,

Vivian Rogers

Readiness To Learn Program Coordinator

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