TO: Phoenix West Rotarians

FROM: Wilma Basnett Emerson
DATE: November 27, 2018

RE: **Holiday Gifts from Phoenix West Rotary for Osborn School District Students**

**THANK YOU ROTARIANS** for continuing the tradition of purchasing clothing and a toy for needy students in the Osborn School District and to the club for providing a food box for the entire family for the holidays. These **gifts will be delivered to students’ homes on Thursday, December 13**. We have a whopping 2**7** **families and 76 children**, ten more families and 25 more children than last year so the need is great. I’m hopeful we can handle them all through Rotary or find other individuals or groups who might assist. I’m open to suggestions.

**If you have volunteered or will be volunteering to adopt a child or children, you will receive or have received a separate e-mail containing the name of your child/children, age, clothing sizes and a preferred toy**. For the process of delivery to run smoothly, **it is critical that we all adhere closely to the following set of guidelines:**

1. **What will you purchase?** The form you receive for your family or child contains the **name of child, age, clothing sizes and toy preference**. In the past, Rotarians have purchased an outfit—top (blouse, shirt, sweater or jacket), bottom (pants or skirt)—some do shoes as well. *Feel free to throw in underwear and socks if you wish*. In some cases uniform colors are listed if you prefer purchasing a uniform—shirts must be polos w/collars—although uniforms may be hard to find during the holidays. Most toy requests seem reasonable; however, if the toy a child is requesting is too expensive for your budget simply substitute an age appropriate toy. We have never set a dollar amount to spend, and no one expects you to go overboard. *Spend at a level comfortable for you*. The important thing is that children will have something under the tree.

2. **If you are sharing a family with another Rotarian**, make sure that you are purchasing **gifts somewhat comparable in number and value** so that children feel Santa has been equally good to everyone. I’ll share the Rotarian’s name if you are splitting a family so that you can touch base prior to purchasing anything. This is important.

3. **Packages must be labeled properly**. ***This is a critical piece***. Each family has been identified with an abbreviation for each school—ENC= Encanto; CL=Clarendon; LV= Longview and SOL = Solano. Along with that abbreviation is a number sign and number. For example, you may have ENC #1, CL #1; SOL #3; LV #4—it is critical to identify both the family number and school. Along with that, next to each child’s name you will also find information that identifies the number of the child and the total number of children in the family, for example—1 of 3; 2 of 5, 3 of 4—this tells us how many children are in the family so when we sort gifts in the parking lot, it will go much faster. All packages for the same child should have the same identifiable information…and will look something like this: **SOL#1 Eriberto 1 of 3**—This means that Eriberto is in the first Solano family and he is the first child of three, so that as we sort for distribution, we know that we need packages for three children in this family.

To repeat**….name tags should contain the child’s name along with the school and family number and the numbers identifying how many children in the family**. Austin LV#1 1of 3, means Austin is the first family from Longview, and the first child of three. **It is helpful to have all packages for each child in a large shopping bag or plastic bag and the bag labeled in addition to the individual packages being labeled**. This makes both sorting and delivery much easier and lessens the chance we’ll make a mistake. In addition to labeling each large bag with the proper information, you may want to attach the form I send you containing this same information. This is not necessary, just a double check.

4. **Wrap your gifts, label them as noted above and** **bring them to the Doubletree by Hilton parking lot at noon on Thursday, December 13**—we’ll pair those packages with a food box sized for each family and deliver them to families starting around 12:30 PM. Parents have been notified to be at home on that day, but just in case no one is there, the alternate plan is to deliver to the school. Individuals making deliveries will be given all necessary contact information. **Due to health issues, John Bauermeister won’t be able to handle the food purchase and distribution as he has done in the past. He has “deputized” Charlie, Mike and Dom to man the food and truck—note it takes three pairs of feet to fill John’s two shoes! ☺ If you can help with delivery—some swear this is the best part of the project—contact me. It goes faster with lots of hands and it helps if you have a big car or truck! Given sheer numbers of families, we’ll definitely need your help this year.**

5. **Because of confidentiality, please keep your student information used for delivery purposes in your possession at all times and shred it once packages have been delivered.** This is critical. Thanks much.

Please call or e-mail me if you have questions or suggestions. Thanks to each and every one of you for saying *Yes* when I’ve contacted you, and for getting back to me so promptly when I’ve had to leave a message or send an e-mail. As you know, even though I’m no longer in Osborn, a good portion of my heart still is, so I will be eternally grateful for this wonderful annual project! This is ***Service Above Self*** at its best—**Rotary Making a Difference** in our local community!