



## Secret Families Christmas Charity

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Dear Shopping Team Captains:

Thank you to you and your shopping team for volunteering your time to help the hundreds of families we will be serving this year! I have a couple items of housekeeping that I wanted to give you to distribute out to all of the members of your team.

- **Arrive at the west entrance of Meijer (Captains Only Meeting) at 5:30AM** on the day of the event. Come inside, register your team (or turn in the attached form) and have some donuts/coffee. Please park toward Hwy 332 if possible so that Meijer customers are not inconvenienced by our *very* large group.
- T-shirts are available for a \$5-10 donation per shirt. Any donations can also be made at the T-shirt table and Credit Cards will be accepted this year.
- The **Captain (only)** for your team will be in charge of picking up a new set of shopping bags from **JASON MAY (or an assigned elf)** each time you finish shopping for a family. **Your Lanyard will designate you as the ONLY person that can pick-up a new set of bags each time.**
- Each team will have 6-8 families to shop for, which will allow you to have about 30 minutes to shop for each family.
- The dollar amount per person will be announced before shopping begins based on the funding that comes in prior to the event (\$65-80 typically).
- Put all shopping lists into one parent's bag once shopping is completed and send the bags with the transporters.
- Checkout helpers will work with captains if items need to be removed to stay within a given budget. **Any amount over the given budget may be purchased by the team if they wish (We cannot go over budget).**
- EVERY CHILD must get a non-clothing (TOY TYPE) item!!!
- Lunch and drinks will be provided by the front tables starting around 10:30AM - please help yourselves.
- BLACKSHIRTS HELPERS – Please utilize these folks, there are stationed throughout the building to help you find things in each department, USE THEM – They are shopping GURUS!!!!

We have dinner being served around 5:00PM at Toyota. If you would like to come back, tell your story and hear the stories of others from the day, please feel free to do so and enjoy a yummy meal with us. Please let us know if you would like to stay for dinner by noting that on the attached sheet or when you register your team at Meijer on the day of the event.

Thanks and call me with any questions 765-751-3209 or [al@secretfamilies.org](mailto:al@secretfamilies.org).

