



Secret Families Christmas Charity

Al Holdren • 7909 N Tanglewood • Muncie, IN 47304 • al@secretfamilies.org
Work - 765-751-3209 • Cell - 765-744-0369 • Home - 765-287-9202

<http://www.secretfamilies.org>

Tree Delivery Captains

Thanks for the help from you and your team to put up 6-10 Christmas Trees for the the very deserving families across Delaware County. **Please meet at 7:30-7:45AM** on the day of the event in the Meijer Parking lot on the west side of the building. **Todd Merickel** is the coordinator for all tree delivery teams.

General

You may be ahead of or behind the present delivery teams so you will just have to play things by ear to some extent. Once you have arrived at a family's residence they may, or may not, want you to decorate the tree - it doesn't matter to us - we are there to serve them. You will see a list (below) of things to leave with each family. An order of events is also listed below for you to use as a guideline for those that haven't helped us before.

Please take your time and make your deliveries special for each family we serve. Have a *great* time with the family while you are there as many of them will want to chat and maybe offer a cookie or two. Please tell them how honored we are for them to allow us to help in any way. There is no need to rush and finish before our scheduled **5:00PM dinner**.

Many of the houses will have **Red Ribbons** out front so that you can more easily identify the homes we are serving. Not every home gets a Red Ribbon, so please rely on the addresses you are given as your ultimate guide.

****Please make sure you will be able to finish all assignments you are given before you leave.**

**** Please let Todd Merickel (765-748-9400) know before you leave for each set of deliveries.**



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Order of Events (~30 minutes)

- Arrive and identify that you are at the correct house. If there is no house number you may have to go up ask.
- See where they want the tree and cut the tree to the appropriate size.
- Prune the bottom limbs of the tree so that presents will fit under it.
- Ask if they want to decorate the tree or have your team decorate it for them.
- Make sure they add water and inform them to keep it full daily.
- Give out plenty of hugs, smiles and handshakes. If the presents haven't arrived yet, tell them they will be coming later on in the day.

Supplies/Tree

- 1- Tree & Stand
- 2- Strands of Lights (2 Boxes)
- 2 - Packs of Ornaments

Thanks from Todd!