



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>

Wrapping Team Captains:

Thanks for coming out to help our group serve so many deserving families across Delaware County this holiday season! Please register at the North entrance of Toyota. You will be given team table assignments directly thereafter. Your contacts are Chris Holdren (765-744-0362) and Katie Holdren (765-744-0793).

Shift Schedules

Shift 1 7:30AM – 9:30AM

Shift 2 9:30AM – 11:30AM

Shift 3 11:30AM – 1:30PM

Please be onsite 15 minutes prior to your shift starting time and try to gather your team (6 – 8 people maximum) before entering Toyota. This will help to make traffic flow throughout the building go much smoother.

General Information

- Please allow 25 minutes (maximum) per family for wrapping. You will be wrapping for four families. Those in Shift 3 may be asked to wrap for more families in case families are added at the last minute.
- Please feel free to ask for more supplies as you need them or request that trash be removed. We will have helpers for this so that you can focus on wrapping presents.
- Make sure that you look at your family sheets and ensure you have a gift bag for every person on the list. Once you have verified that every family member has a bag of gifts, please sign the family sheet.
- When you have completed wrapping for an entire family, raise your hand. Maddie Holdren's team will come and check your bags.
- Once Maddie's team has taken the bags, raise your hand again and a set of gift bags for another family will be brought to your table.
- Due to space constraints, please do not have anyone but team members at your wrapping table. We just do not have space for them – I wish we did!
- If you can possibly leave your coats in the car, it would be very helpful. We do not have any place to store 1,000+ coats!
- Shuttles will be running between the Meijer and Toyota parking lots. **Please park in the southwest corner of Meijer's parking lot** and take a shuttle to Toyota. You will be dropped off on the road directly north of Toyota. We are trying to keep all unnecessary traffic away from the Toyota so that we are sure to have enough room to support all the activities and volunteers throughout the day.