

Below we have provided a **DRAFT Outline** of time table of the details that will be talked about for the 2006 Program. If you have any questions, please let us know.

### **Tree Location, Gift Drop Off and Storage**

- As in years past, the Sharing and Caring Tree will be located by Nine West and Fireworks, facing the University Village concierge desk.
- A green notebook will be kept at the concierge desk which will contain the information about the Sharing and Caring Tree program.
- The last day to drop off gifts is Monday Dec 18, 2006, but the Tree will still receive gifts and be staffed by the Boy Scouts and Rotary until Friday, December 22.
- A red collection box will be next to the tree where shoppers can drop off their gifts. Rotarians and Boy Scouts will move the presents from the collection box to the storage room.
- The location of the **Gift Storage** area is new this year. **It is located in the North Building near Crate and Barrel**
  - To get to the new storage area from the tree walk north between the two buildings then turn to your right and walk toward Crate and Barrel. The entrance to the storage area is in the loading bay, next to Storables.
  - The storage area is locked and will require you to contact a University Village Security at 206-571-4362 for access.
  - There will be clearly marked shelves in storage area where the presents will be sorted and stored by organization.
  - A map for the New Storage Area is located in the Green Manual at concierge desk.

### **Gift Labels**

- The gift labels will be provided to the charity contacts by Friday, Sept. 30, 2006.
- The gift label format is the same as last year.
- The gift labels will be put on tags provided by University Village.
- Please only use ball point ink pens that won't run if the label gets wet. Please, no Felt Tip Pens!
- The information on the labels is the same as last year (see below)

- Information required on all Gift Labels:  
Child's Name: \_\_\_\_\_  
Age: \_\_\_\_\_  
Boy: \_\_\_\_\_ Girl: \_\_\_\_\_  
Size: \_\_\_\_\_  
Gift Request: \_\_\_\_\_  
Add descriptive details

### **Gifts**

- **Please request a realistic gift for the child.**

- In the past, kids have asked for lap top computers and X-Boxes that are beyond the budget of givers who don't know the child and would like to donate a gift.
- The Purpose of the Tree is to provide practical and moderate priced gifts (up to \$50). The Tree does provide a lot of computer games and numerous new & used bikes.

**Gift Label Time Table**

- The labels have to be on the tree by Thanksgiving 11/23/06.
- Please return your completed labels to your Rotary Contact by Tuesday, November 7, 2006.
- We will accept Labels up to Friday December 8, but we strongly urge you to have most of the Labels to us by Tuesday, November 14, 2006

**Gift Pick Up**

- Each organization needs to have people assigned to pickup gifts from the storage locker on a regular basis, but no less than twice a week.
- The storage room fills up very fast.
- In the past several organizations have had to pick up every day in the last week.
- Also gifts are always received after the cutoff date and these need to be picked up.

**Pictures**

Please remember to take as many pictures as possible of the project and give them to Bob Swanson, John Goddard or a Rotary Representative.

We are excited about the 2006 holiday season and hope we collect even more gifts this year. If you have any questions please contact Larry Crim, Pam Jensen, Usha Kumar, John Goddard or Jim Miller. Their contact information is listed below.

Distribution List:

Children's Home Society	Dave Mushen	206-505-9078 & 206-527-2734
CYFS Central Youth Fam Serv	Colleen Young	425-788-2931
Wallingford Boys & Girls Club	Nita Smith	206- 547-7261
Family Works	Ava Dowell	206-694-6722
University Food Bank	Joe Gruber	206-523- 7060
BFD Grade School	Diane Weibling	206-252-6018
Mocking Bird	Larry Crim	206-605-7760

Partnership	Bob Swanson	206-527-7336
University Village	Robin Wyman	206-523-0622 fax 206-525-3859
Fremont Rotary	Larry Crim	206-605-7760
	Susan McCloskey	206-252-6015
Boy Scouts Troop 186 Leader	Marty Taucher	206-528-1964 martyta@msn.com
Prospective Eagle Scout	William Sutherland	206-729-5737
University Sunrise Rotary	Pat Zeisler	206-525-5505
University Sunrise Rotary	Hal Beals	206-343-8330
University Sunrise Rotary	Jim Miller	206-361-0600
University Sunrise Rotary	Nancy Bolin	206-276-7515
	Pam Jensen	206-394-5064
	Usha Kumar	
	John Goddard	206-527-2900