



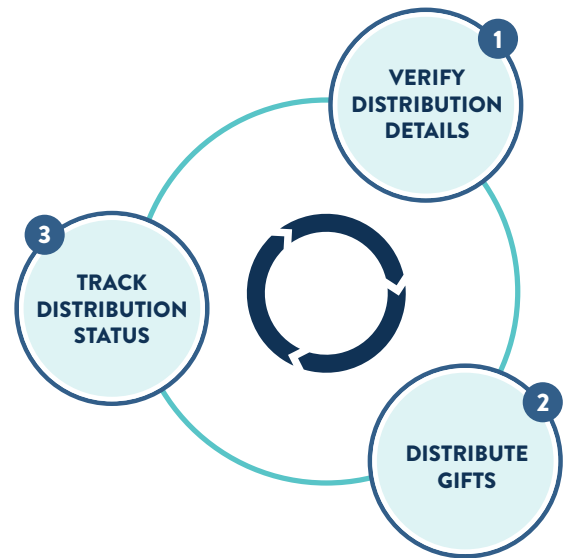
Gift Distribution Responsibilities

PURPOSE

Create a meaningful experience for Angel Tree families and volunteers.

Keep in mind:

- Distributing gifts is the heart of Angel Tree Christmas.
- This is your opportunity to be the bridge between incarcerated parents and their children.



KEY WORDS TO KNOW

Caregiver - The individual caring for the children registered for Angel Tree Christmas

Family Code - The number which identifies the family and child to aid in tracking gift purchase and delivery

Delivery Information Card - A form that can be filled out by the coordinator (or volunteer lead) containing the family code, address, phone number, delivery instructions, parent's name, and number of gifts in a bag

Gift Buyer - An individual who purchases a gift for a child on behalf of the incarcerated parent

Angel Tree Tag - A physical label affixed to the wrapped gift that has the child's name and parent message

Gift Distribution - The opportunity to present the Angel Tree gift on behalf of the incarcerated parent through home delivery or an Angel Tree event

STEPS FOR GIFT DISTRIBUTION

1. Verify distribution details

- The coordinator will confirm final distribution plan.
- Call or text the caregiver to remind them of the distribution details.
 - Items to confirm for home deliveries:
 - Share the delivery details (time, location, etc.).
 - Confirm the caregiver will be present at the time of delivery.
 - Items to confirm for an Angel Tree Christmas event:

- Share the event details (time, location, etc.).
- Inform the caregiver of what to expect.
 - Will there be food?
 - How long is the event?
 - Do they need transportation?

2. Distribute gifts

- Distribute gifts based on your gift distribution plan. Depending on the manner of distribution, there are some tips you should consider.
 - General distribution:
 - Please use discretion as the child may not know their parent is incarcerated.
 - This unique moment opens the door for in-person connection to begin to model and share the Gospel. You can start by offering a Bible, praying with the family, sharing gospel materials, and inviting them to participate in future ministry events.
 - Go out in teams—never alone.
 - Home delivery:
 - Avoid leaving gifts with a neighbor or on the porch.
 - Do not deliver gifts or interact with children in any way if the caregiver is not present.
 - Angel Tree Christmas event:
 - Some people will not be able to attend the party. In these cases, home delivery is needed.
 - Large events can be intimidating for Angel Tree families. Be sure you have enough volunteers available to make everyone feel welcome.

3. Track distribution status

- Let the coordinator know your experience with the family and if they are open to a follow-up from the church.
- If you are tracking gifts through the Angel Tree app:
 - Log into the Angel Tree app and navigate to Gift Distribution.
 - Select “Distribute Gifts” to document when the gift(s) have been delivered at the house or picked up at your event.

IMPORTANT RESOURCES *Search for these items in the Resource Library*



Resource
Library



Delivery Information
Card



Gospel Presentation
Card



Hosting a
Party Guide



Angel Tree App
For Volunteers