



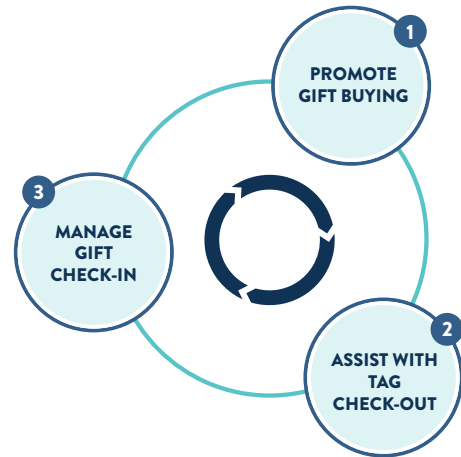
Gift Management Responsibilities

PURPOSE

Communicate gift wishes to your church/organization so they can begin shopping!

Keep in mind:

- Some churches/organizations opt to provide two gifts per child.
- You will need to follow best practices for tracking, collecting, and preparing gifts for distribution.



KEY WORDS TO KNOW

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

Family List - The list of Angel Tree children participating this year (includes caregiver contact, age of child, message from incarcerated parent, and alternate contact)

Gift Request - The caregiver's recommendation for a gift, given on behalf of the incarcerated parent

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

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

Tag Check-out - The process for distributing tags (and gift wishes) to gift buyers

Gift Check-in - The collection of gifts from gift buyers; this includes verification that the gift matches the gift wish, is the correct size/age/gender, and is valued at approximately \$25

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 MANAGEMENT

Determine how your ministry is distributing Angel Tree tags (may be physical or digital).

1. Promote gift buying

2. Assist with tag check-out

3. Manage gift check-in:

- Gift buyers will return the gift they purchased, along with the Angel Tree tag.
- Mark the gift as “returned” by the gift buyer (for digital gift management, the app will be used here).
- Screen that gifts are equal in value per family.
- Organize the gifts by family code.
- Include the free *Adventure Bible*, for kids, or *Teen Bible*, for teens.
- Wrap the gifts.
- Attach the Angel Tree tag to the wrapped gift.

IMPORTANT RESOURCES Search for these items in the Resource Library



Resource
Library



Gift Buyer
Tracking Card



Angel Tree App
For Volunteers

TIPS FOR GIFT MANAGEMENT

- Wrapping the gifts as part of gift check-in allows you to verify all gifts are equal in value and appropriate.
- When there are multiple gifts per household, group gifts in bags after wrapping to make ready for distribution.