



Angel Tree Christmas Checklist

FIRST THINGS FIRST

To learn more about each step, refer to the help menu in the [Angel Tree app](#).

- Set deadlines for primary activities
- Customize gift buyer confirmation email
- Set family codes
- Determine number of gifts per child

BUILD YOUR TEAMS

[Recruit volunteers](#)

[Train your teams](#)

Manage volunteers (ongoing task)

CONTACT CAREGIVERS

[Access family list](#)

[Call caregivers](#)

Document details from caregiver calls

BUY & MANAGE GIFTS

- Select method of Angel Tree tag-taking
- Prepare Angel Tree tags and organize tag checkout
- Buy gifts
- Check in and prepare gifts for delivery

DISTRIBUTE GIFTS

- Verify distribution details
- Distribute gifts
- Track status of distribution in the app

FOLLOW-UP

- Follow up with your church
- Follow up with incarcerated parent
- Follow up with caregivers and Angel Tree kids
- [Complete year-end review](#)
- [Register for next year's Angel Tree Christmas](#)

OTHER RESOURCES

- [Angel Tree coordinator guide](#)
- [Angel Tree training](#)
- [Angel Tree app training](#)

