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)

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

CONTACT CAREGIVERS
☐ Access family list
☐ Call caregivers
☐ Document details from caregiver calls

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

DISTRIBUTE GIFTS
☐ Verify distribution details
☐ Distribute gifts
☐ Track status of distribution in the app

OTHER RESOURCES
☐ Angel Tree coordinator guide
☐ Angel Tree training
☐ Angel Tree app training

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