

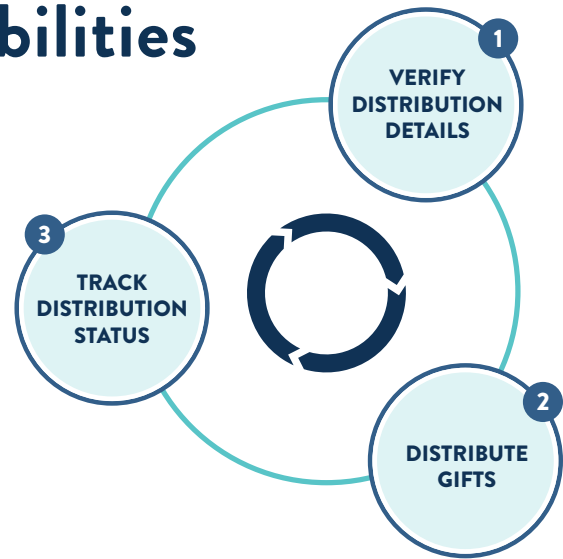
Gift Distribution Responsibilities

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 parent or guardian caring for the children registered for Angel Tree Christmas.

Family code: optional family and child identifiers 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, incarcerated 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 incarcerated parent's 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.

- Call or text the parent or guardian to remind them of the distribution details.
 - For home deliveries:
 - Share the delivery details (time, address, etc.).
 - Confirm the parent or guardian will be present at the time of delivery.
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.

- Depending on the manner of distribution, here are some tips to consider for distributing gifts:
 - General distribution:
 - Refrain from referring to the child(ren)'s parent or loved one as “inmate.”
 - This unique moment opens the door for in-person connection and an opportunity to model and share the Gospel. You can offer a Bible, pray with the family, and share the One Hope Booklet and Gospel materials. Set the stage for follow-up by giving the Angel Tree engagement card and inviting families to participate in future ministry events.
 - Home delivery:
 - Do not deliver gifts or interact with children in any way if the caregiver is not present.
 - Deliver in teams, not alone.
 - Avoid leaving gifts with a neighbor or on the porch.
 - Angel Tree Christmas event:
 - Ensure no child leaves the party area unattended.
 - Have a plan in place for those who cannot attend the event.

3. Track distribution status.

- Let the coordinator know your experience with a family and if they are open to receiving 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 to the home or picked up at your event.

IMPORTANT RESOURCES *Find these items in the Resource Library.*



Resource
Library



Delivery Information
card



Gospel Presentation
card



Angel Tree App
for volunteers