

# 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:** optional family and child identifier 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.

- Ensure that you collect the necessary information from church members who have taken on the responsibility of purchasing gifts for specific children.
- Remind the participants of the deadline for returning gifts and emphasize the importance of including the proper Angel Tree tag for each gift.

### 3. Manage gift check-in.

- Gift buyers return the gift they purchased, along with the Angel Tree tag.
- Mark the gift as “returned” by the gift buyer on your records or the Angel Tree app.
- Check that all gifts are equal in perceived value per family and appropriate for each child.
- Organize the gifts by family code.
- Include One Hope materials, Angel Tree Engagement cards, and Adventure Bible cards with the gifts so families can order Bibles.
- Wrap the gifts.
- Attach the Angel Tree tag to the wrapped gift.

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



Resource  
Library

A white rectangular form titled "TRACKING CARD" with fields for: Child's Name, date, Gift Purchased, address, name, and mail Address.

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 perceived value and appropriate.
- When there are multiple gifts per household, group gifts in bags after wrapping to make ready for distribution.