

Your Seniors Christmas Cheer Checklist 2024

Thank you for supporting Seniors Christmas Cheer. Necessary changes have been made to the 2023 Christmas Cheer program to ensure the safety of our seniors.

Pick up your box. **Pick up dates and locations are listed in the body of the email that your profiles came with.** All gifts must be placed in **one** box provided by Seniors Secret Service. Your gifts must fit into the 16" x12" x 12" box. You cannot use your own box or bag.

Wrap your individual gifts if you like and place them in the box. **DO NOT WRAP THE BOX!** There is important info on the outside for our volunteer team. We encourage you to **decorate the outside**, but please don't wrap the box or colour over the senior's information.

In Sharpie, fill in the indicated space on the outside of the box with:

- Your senior's name
- The senior's ID#
- The site ID#

Refer to your profile for this info.

Prepare a list of all items in the box and tape this list on the outside of the box on the top flap. Tape the box shut. (The content list will be removed so please tape separately)

Drop your box off at one of the following locations:

District 1: 1010 26th Avenue SE

Spyhill Services Centre: 12500 85 Street N.W.

District 2: 4506 17 Avenue SW

District 8: 450 Midpark Way SE

District 4: 3207 12 Ave NE

These are the **only stations** that will be able to accept your gifts. Drop off times are Nov. 22, 23, and 24 from 8 a.m. to 6 p.m. If possible, please consider dropping your gift off at the Seniors Secret Service Christmas Warehouse. Location is still TBD.

*If possible, please consider dropping your **gift off at the Seniors Secret Service Christmas Warehouse.** Location is still TBD.*

If you are ill, we ask that you contact us to make alternate arrangements.

See page 2 for an important list of Dos and Don'ts!

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DO

- **Ensure all items fit into the ONE box provided by Seniors Secret Service.**
- Ensure all gifts are new. Used items will be removed.
- Include gift receipts where possible, especially for clothing.
- **Include activation slip with gift cards – this is important! Sometimes cards don't activate properly.**
- Place all gift cards and gift receipts in a small envelope inside the box, to ensure they are not lost.
- Ensure all clothing is machine washable.
- Sign cards and letters from Santa.
- Feel free to include kid art with your gift, seniors love it!
- Feel free to decorate your box!
- Need a Tax Receipt? Please do not include these in the senior's gift. Email a copy of your receipts to:
coordinator@seniorssecretservice.com



DON'T

- **Don't use more than ONE box – all items for a single senior must fit into the provided box.**
- Don't drop off gifts at box pick up locations! **Gifts are only accepted at the police stations indicated at the bottom of page 1 and only on the specific dates.**
- Don't include candles or alcoholic beverages, unless specifically requested.
- Don't include live plants or perishable foods. (Store bought cookies and treats are fine!)
- Don't include your own name or personal information on any items, cards or packaging. (Letters from children are ok)
- Don't include your senior's profile in the box. That's for your eyes only!
- Don't include your tax receipt information with the seniors' gift.

Please contact Andrea at 403-257-8339 or at coordinator@seniorssecretservice.com with any questions.

Thank you for your generous support! We could not do this without you.