



## Donor Information Letter

Welcome to our Holiday Gift Barn Program. We are proud to be a part of bringing joy and happiness to families during this holiday season. The goal of this program is to help all families with holiday cheer through the giving and sharing of gifts for children birth-18 years old.

We turn the Pickering Barn into a giant toy store and let families shop and choose gifts for their children.

The benefits of our “shopping” style program are big for customers and donors:

1. Parents can pick out exactly what their children want.
2. Parents get to wrap presents for their children and know exactly what they will be receiving.
3. Every child in the program will get the same number of gifts.
4. Donors have fun shopping without the pressure of a specific wish list. Donors should know that all our gifts stay local and support Issaquah School District children that are in need of services.

### Schedule of Events:

**Gift Drop Off** at Pickering Barn - Monday, December 5, 1:00pm-7:00pm

**Gift Drop Off** at Pickering Barn - Tuesday, December 6, 1:00pm-7:00pm

Client Shopping / Volunteer Day - Wednesday, December 7, 11am-7pm

Client Shopping / Volunteer Day - December 8, 11am-6pm

Wrap-up, Clean-up, Set up the Clothing Bank & Volunteer Day – December 10, 8am-12pm

### Donor Expectation Details:

1. All gifts should be brand new and *not* used.
2. Gifts can vary in price and value. Our goal is to create equity in the gifts that each child receives - for example, if a bike or iPod are donated, that would equal the value of three smaller gifts. Additionally, we will have a stocking stuffer section, so parents will not have to count items like socks, pjs, underwear, hats and gloves as the primary gifts for their children.
3. Please **do not** wrap gifts. We encourage donors to help us provide gift wrap and supplies for our gift wrapping station.
4. We encourage donors to help us place their donations on our store shelves after they check in at the Pickering Barn. This will hugely help us with set up.
5. Donation drop-off and set-up is Monday and Tuesday, December 5 and 6 from 1-7pm at the Pickering Barn (1730 10<sup>th</sup> Ave. NW, Issaquah, WA 98027). **We have NO storage** at the Issaquah Food and Clothing Bank, so we thank donors in advance for bringing their gifts to the Pickering Barn on the drop off days only.

### **Procedures/Program Steps for Donors:**

1. Register to be a donor at [www.issaquahfoodbank.org](http://www.issaquahfoodbank.org). This is not a requirement, but it will help us with program planning and confirm your commitment to helping make this a great holiday program.
2. We will send donors an e-mail confirmation that we received their commitment form.
3. Donors can use our generic gift list for shopping ideas and get creative as to how they engage their co-workers, neighbors, schools or families to contribute to our program.

#### ***Creative Ideas to Engage a Purchasing Team:***

- Giving Tree with items from our list.
- Pool group funds and go on a group shopping spree.
- Draw gift ideas from a hat.
- Each member of a shopping group targets a different gender and age child to buy gifts for.
- Create a fun competition for those who: donate gifts early, bring the most gifts in, or bring in most unique gift.
- Double It Up: "When shopping for a child you know, buy two!" Buy one for the Holiday Gift Barn Program and one for your child.

We need gifts for girls and boys ages birth-18 years old. We encourage donors to shop for gifts that match their children's ages & genders. If we all do that, there will be enough diversity in the selection for our participating families. Keep in mind that every year we are short of middle and high school gifts.

#### **Contact Information:**

Issaquah Food and Clothing Bank: (425) 392-4123

Questions about donations/donation delivery:

Dawn Goehner [dawn@issaquahfoodbank.org](mailto:dawn@issaquahfoodbank.org)

Cori Walters (extension 12) or [cori@issaquahfoodbank.org](mailto:cori@issaquahfoodbank.org)

Volunteers (must enroll as a volunteer & pre-register for volunteer shifts):

<https://www.issaquahfoodbank.org/volunteer/>

Client registration:

Rebecca Rayner (extension 11) or [rebecca@issaquahfoodbank.org](mailto:rebecca@issaquahfoodbank.org)

