# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>1</td>
</tr>
<tr>
<td>1.0 ANGEL TREE PROGRAM OVERVIEW</td>
<td>2</td>
</tr>
<tr>
<td>1.2 ANGEL TREE “LINGO”</td>
<td>3</td>
</tr>
<tr>
<td>1.3 IMPORTANT DATES</td>
<td>3</td>
</tr>
<tr>
<td>1.4 FAMILY SELECTION: ANGELS</td>
<td>4</td>
</tr>
<tr>
<td>1.5 SPONSORSHIP BASICS</td>
<td>4</td>
</tr>
<tr>
<td>1.6 SPONSOR REGISTRATION</td>
<td>5</td>
</tr>
<tr>
<td>1.7 WHAT TO BUY</td>
<td>5</td>
</tr>
<tr>
<td>1.8 ANGEL TREE COORDINATOR INFORMATION</td>
<td>6</td>
</tr>
<tr>
<td>1.9 PACKING AND DELIVERING GIFTS</td>
<td>7</td>
</tr>
<tr>
<td>10.0 SHARING THE JOY</td>
<td>8</td>
</tr>
</tbody>
</table>
ANGEL TREE PROGRAM OVERVIEW

Angel Tree is a holiday assistance program in which an individual or group sponsors a child “Angel” and purchases new toys, clothing, shoes, or gift cards for children ages 0-12.

We invite you to share Christmas joy with kids in need this holiday season by being an Angel Tree sponsor for a Washington, DC, or Prince George’s County child! Sponsor Registration is open online July 17 - November 24, 2023, at www.SalvationArmyNCA.org/Angeltree/DC.

Continuing in 2023! Virtual Contactless Sponsorship: We can send an electronic copy of your Angel Tree tags and you can ship gifts directly to our Angel Tree warehouse. No contact needed.

How does Angel Tree impact the community?
Every Christmas there are children who do not receive gifts because their families cannot afford the expense. Especially this year, The Salvation Army is serving more working families who never expected to need help and now cannot keep up financially between the pandemic and inflation.

The Salvation Army's Angel Tree program has been running for over 44 years to ensure that these children have a magical Christmas season. In 2022, 12,697 children in the National Capital Area received Christmas gifts including toys, bikes, doll houses, shoes, and books through Angel Tree.

How is Angel Tree different from other holiday programs?
Angel Tree is different from other holiday assistance programs because a sponsor can feel a special connection with their “adopted” Angel. The sponsor is matched, receives the child's first name and a personalized gift wish list for the child, thoughtfully and prayerfully prepared by the child’s parents. Your adopted Angel will be thrilled to receive those gifts!
ANGEL TREE "LINGO"

- **Angel:** A child in need whose family in the DC metro area registered them to participate and qualified for assistance in Angel Tree Program.

- **Angel Tree Tag:** A paper tag or “ornament” that has a specific child’s ID number, first name, age, gender, clothing sizes, and wish list items. The tag has all the information necessary to purchase gifts for your matched Angels.

- **Angel Tree Coordinator:** The designated point of contact from a group or company sponsoring Angels. This individual directly corresponds with The Salvation Army staff on behalf of the group and ensures the assignment of Angels and collection of gifts runs smoothly.

- **Angel Tree Warehouse:** **5160 Lawrence Place, Hyattsville, MD.** The location where sponsors drop off gifts and where gifts are stored and organized until families pick them up.

*Note that there are options for shipping gifts and pick-up.*

- **Sponsor:** The donor who is “adopting” a child for Christmas. They agree to purchase gifts from the Angels wish list.

- **Angel Tree Warehouse Volunteers:** An individual or group/organization who freely offers to serve or undertake a task at the warehouse.

1.3 **IMPORTANT DATES**

- **July 17:** Online sponsor registration opens: [www.salvationarmynca.org/angeltree](http://www.salvationarmynca.org/angeltree)

  Registration for small volunteer groups opens; email Ruth.Mwanza@uss.salvationarmy.org

- **August:** Encourage your colleagues, friends, and family to adopt Angels.

- **November:** Online volunteer registration opens: [http://www.salvationarmynca.org/volunteer](http://www.salvationarmynca.org/volunteer)
• **October and November:** If shopping early, ship or drop-off completed Angel gifts to the Angel Tree warehouse at **5160 Lawrence Place, Hyattsville, MD.** Open weekdays 9am-4pm and **Saturday, Dec 2 and 9 from 9am-1pm.**

• **Nov 13- Dec 20:** Volunteer with us! We will host small, exclusive volunteer groups of 15-30 people each morning, afternoon, and evening to sort and distribute the gifts.

• **November 24:** Sponsor registration closes unless all Angels are adopted sooner.

• **December 2:** Deadline to drop off/ship gifts (warehouse open 10am-1pm)

• **Dec 15,18 -20:** Angel Tree distribution volunteer.

### 1.4 FAMILY SELECTION: ANGELS

Angel Tree Program information is disseminated to local organizations, schools, and churches. Family (Angels) registration occurs September and October. Children new-born to 12 years old who meet the criteria are selected as Angels.

To qualify, families must either (1) have monthly expenses exceeding income, (2) have expenses equalling income and be without means to purchase gifts, or (3) be experiencing a crisis situation.

### 1.5 SPONSORSHIP BASICS

**Who can be an Angel Tree sponsor?**

Everyone! If you or your company are interested in providing joy to a child in need. Angel Tree is a great way for an organization, company, faith group, community club, or any type of group to come together (virtually or in person!) and give back during the holiday season. You can register online as either an individual sponsor or register on behalf of a group.

**Is it a lot of work to be a sponsor?**

No, it is not hard! The Salvation Army staff assists the sponsor throughout the process and makes it easy for anyone to participate. Specific Angels are matched with a sponsor; staff provide the necessary Angel Tree materials for the sponsor and assists with gift collection.

**What if I know someone who wants to help outside of DC and Prince George's County?**

The Salvation Army National Capital Area Command also has Angel Tree programs in Alexandria, Arlington, Fairfax County, Prince William County, and Montgomery County. Their sponsor
Registration forms are also online: www.salvationarmynca.org/angeltree.

I want to help but I don’t want to go shopping. Can I participate?

Of course! We can generate your Angel Tree Tags electronically and email them to you, and you can ship gifts directly from online retailers to our warehouse. You can also buy e-gift cards.

1.6 SPONSOR REGISTRATION

How do I register to be an Angel Tree sponsor?

Simply fill out the short registration form at www.salvationarmynca.org/angeltree/dc. Select to register as an individual or a group. (A “group” can be a company or organization, sports club, neighbourhood association, church, or faith community, and more.)

After I register, when will I receive information about my adopted Angels?

Starting mid-September, The Salvation Army begins matching Angels; sends registered sponsors a confirmation email with an attached spreadsheet listing each child’s first name, age, and gender, plus shopping information:

- 3 Wish List Gift Items
- Clothing Sizes: pants, shirt, shoe, and coat
- Child ID Number - Each family is designated a number and each child within that family is designated a letter. For example, Angels with IDs DC1006A and DC1006B are siblings.

You will also be provided with Angel Tree tags, packaging materials, and our Packing Quick Guide. We typically ship these out; some companies pick up supplies to save on shipping costs. We can also send electronic Angel Tree Tags instead of mailed copies when requested.

1.7 WHAT TO BUY

When deciding on how many Angels to adopt, please note that sponsors spend an average of $150 on gifts for each child sponsored. We encourage sponsors to purchase at least 3 toys (2 from the child’s wish list) and a couple clothing items. All gifts must be NEW. Please note that we cannot accept specific requests about the age or gender of child when you sponsor. If you would like to only shop for a specific gender/age, please consider also donating toys to the “Toy Shop” for
Forgotten Angels.

If you are unsure of how many Angels you or your group can sponsor, consider registering for a lower number of Angels. You easily request additional Angels by filling out another registration form. Due to the specific assigning process, it is very difficult to reassign an Angel if sponsors cancel. These become Forgotten Angels.

1.8 ANGEL TREE COORDINATOR INFORMATION

An Angel Tree Coordinator is the designated point of contact from a group sponsoring Angels. This person ensures that the assignment of Angels and collection of gifts runs smoothly within the group.

How do I assign my group's multiple Angels?
The Salvation Army staff will send an electronic spreadsheet to the Angel Tree Coordinator with all the Angels listed. The coordinator can use this spreadsheet to mark who is purchasing gifts for each Angel. When you collect the gifts, you will know who to contact if a gift is late. Here are a few ideas:

1. Set up a Christmas tree and hang the Angel Tree tags as ornaments. Have group members “sign-out” the tag they choose so you know who adopts which child.
2. Distribute flyers and emails promoting Angel Tree and include how to sign up to adopt an Angel (for example, emailing the Angel Tree Coordinator).
3. Departments can pool their funds together to adopt a specific number of Angels.

How can I engage others in Angel Tree?

- **A Friendly Competition:** Build team spirit with a friendly competition between departments to see who can adopt the most Angels or raise the most money toward gifts.
- **Dress Down Days:** Reward Angel Tree participants with dress down days.
- **Host an interoffice fundraiser.**
- **Encourage Family and Friends to Participate:** Remember, anyone can adopt Angels!

How do I coordinate the collection of gifts?

1. Let others know if there are additional Angels that need to be adopted.
2. Ask everyone to turn in their gifts the week before the actual Salvation Army deadline (which is Dec 2) to ensure that all gifts are returned. This gives you time to organize and
prepare for pick-up or delivery. The week before collection, remind everyone about the deadline.

3. Some companies host their holiday party around gift collection or package the gifts together. This is a fun way to celebrate the company’s participation in giving back to the community.

4. Once returned, check off Angels on your spreadsheet and ensure gifts are packaged correctly.

1.9 PACKING AND DELIVERING GIFTS

How do I package my purchased gifts?

Please DO NOT wrap gifts. DO NOT include food in the gift bags. Bikes can remain in boxes, if purchased unassembled. Be sure to use The Salvation Army “Bike/Large Item Tag” for any box too large to fit into the plastic bag. If you have items shipped to you, unpack from the shipping box and remove your name and address before bringing to the warehouse. The Salvation Army will provide all the packing materials and a detailed packing guide with photos.

How do I get my Angel Tree gifts to The Salvation Army?

1. Virtual Contactless Shipping – If you choose to ship gifts to The Salvation Army, you can either ship directly from online retailers or package gifts at home and mail to us. If shipping from an online retailer, please preference the “ship packages together” option when possible and choose business hours.

   - **Nov 1 - Dec 2**, ship to our warehouse at 5160 Lawrence Place, Hyattsville, MD 20781
   - Include the Angel ID in the “gift receipt” option as well as in the actual address.
   - ADDRESS LABEL: To ensure proper receiving at the warehouse, please put the Angel Code Number and Child’s Name on the first line Example below:

     DC#### (Angel ID) Angel Name
     5160 Lawrence Place
     Hyattsville, MD 20781

2. Drop-off – You can bring completed gifts to the Angel Tree Warehouse at 5160 Lawrence Place, Hyattsville, MD 20781
November 1 - December 1, Monday – Friday, 9 AM – 4 PM
Dec 2, Saturday, 9 AM-1 PM

3. **Pick-Up Service** – If you adopt 40 or more Angels, Interstate Moving/Relocation/Logistics will generously pick up your Angel Tree gifts for free from Nov 28 to Dec 2. Upon your registration, The Salvation Army assigns your pick-up date. Please make sure gifts are ready before your assigned date.

**10.0  SHARING THE JOY**
Capture the fun and festivities of your Angel Tree experience and share on Facebook, Twitter, and Instagram. Show us the pile grow each day or document your shopping trip. We love it all! Tag us @SalArmyNCA and #AngelTreeNCA.
The Angel and their families thank you with hugs and tears of joys!

Thank you!

Angel Tree Contact Information

Questions? Visit www.SalvationArmyNCA.org/Angeltree/DC or contact

Ruth Mwanza, Community Outreach Manager:

   Ruth.Mwanza@uss.salvationarmy.org
   Office: 202-756-3923
   Cell: 202-341-9712