

FAIRFIELD ROTARY CHRISTMAS PROJECT 2018

Dear Fellow Rotarians,

As we prepare for the Christmas Project of 2018, we wanted to share with you how the project flows and key project dates.

Every Rotarian will be assigned to a project team and each team will have a captain. Each team will be assigned a group of families (each Team will have around 3-4 families and 6-10 children to assist). The Team Captain is responsible for assigning each family to a team member who will be responsible for contacting and assisting them. While most families will already be aware that they will be contacted by a Fairfield Rotarian, be ready to explain the Christmas project to them when you call. The initial contact can be made by the team captain or one of the team members. **In some rare instances, a family may choose not to participate in our Project. Should they decline, please inform the Project Leaders, Cindy Koenig (513-484-6540) or Patti Partch (513-314-1353), immediately. Team Captains should follow up on assignments.**

Once confirmed, the family is interviewed by a Rotarian, preferably in person. An interview outline is also available to help make certain that you cover all pertinent matters such as the ages of the children and their needs and wishes regarding toys and clothing. Larger families can be shared by two Rotarians. It is also important that as part of the interview you determine if the family is receiving assistance from any other agency or group. If so, we may need to pass on that family receiving help from Rotary. Please let Cindy know. Also, be sure to confirm a time that you can drop off the gifts and food with the parent.

Shortly after the interview the assigned Rotarian for the family should go shopping. In the past we have done most of the shopping at the Fairfield Meijer's because we receive a discount on toys and clothes. You will be given one \$15 gift card from Meijer per child (included in your packet). And while you are not restricted to Meijer, your allowance per child will of course go farther with the cards. Presents should be wrapped and marked with the child's name. However, please discuss this with the family. Some prefer to wrap their own presents.

The wrapping party with Interact will be held on Thursday, December 15th at the CAC from **5:00 p.m. to 7:00 p.m.** Wrapping paper, scissors, tape, etc. will be supplied. Gifts will also be available at this time (these are provided for us and won't count toward your budget) from the City of Fairfield's "Giving Tree."

On Friday, December 21st we will have a short Club meeting and then head to Jungle Jim's to do the holiday meal shopping for your families. We are also hoping to have items from the Fairfield Food Pantry, and we plan to have turkeys available. After this is completed, you may deliver your gifts and food items to you families, or do it at another time that has been agreed upon by the family.

WE ARE ON A BUDGET, if you exceed the total dollar figure per family (\$75.00 per child for gifts and \$75.00 for food from Jungle Jim's) you will only be reimbursed for that allotted amount.

PROJECT TIMETABLE:

November 2	Project Kick-Off Meeting
November 30	All families should be contacted by this date
December 7	Verify that ALL families have been contacted
December 20	ALL GIFT SHOPPING SHOULD BE COMPLETE
December 21	Jungle's Shopping Day; Delivery Date of Gifts and Food to Families