

FAIRFIELD ROTARY CHRISTMAS PROJECT 2020 TEAM LETTER

Dear Fellow Rotarians,

As we prepare for the Christmas Project of 2020, we wanted to share some key dates and procedures with you.

Each team will be assigned a group of families. The Team Captain will assign a family to team member(s), who will be responsible for contacting and assisting their family. Families should have been contacted by their school Liaison and informed that they will be part of our program. Please be prepared to fully explain our project when you call them, as the Liaison has only given them basic information. In some rare instances, a family may choose not to participate. Should they decline, please IMMEDIATELY inform Cindy @ 513-484-6540 or cin0055@yahoo.com. She will contact the school Liaison and have them follow up and/or give us another family to assist.

Once confirmed, please interview your assigned family NO LATER THAN DECEMBER 5. We suggest contacting them as soon as you receive your information as many will shop online this year. We don't want our deliveries to be late. Families panic if they are not called shortly after we distribute the information on November 13, and they start calling their Liaison, who in turn calls Cindy. Determine if the family is receiving assistance from any other agency or group. If so, we may need to pass on that family and replace them with another family. Please let Cindy know if this is the case. Also confirm a time that you will drop off the gifts. You should also ask if they want the gifts wrapped and tagged. If they prefer to wrap or tag, please provide all supplies to do this. Most of us place gifts in dark garbage bags and separate each child's gifts. WE WILL ONLY DO NO CONTACT DROP OFFS AT THEIR DOOR ON FRIDAY, DECEMBER 18.

ALL FORMS WILL BE POSTED ON LINE AT www.fairfield-rotary.org THIS YEAR DUE TO COVID. IF YOU HAVE TROUBLE ACCESSING THE FORMS, YOUR TEAM CAPTAIN WILL ALSO RECEIVE AN EMAIL WITH THE NECESSARY FORMS.

Shopping: Please complete your shopping in a timely manner. We are not sure we will be receiving assistance from Meijer this year. At this point, assume will not be receiving gift cards. Rotary will reimburse you for a total of \$90 per child (if you choose to be reimbursed). You will be able to spend \$100 per family at Jungle Jim's. There are two families of 6+. If one of these large families is your family, you may spend \$150. We will all shop after our December 18 meeting, and will check out at a designated register. This register is always on the back bank of registers near the service center. Last year a JJ employee had a sign for us! Cindy will try to watch for you and motion you to our designated register. Mike Dickey will pay our bill at the end of shopping. If you exceed your grocery dollar allotment by a substantial amount, you will be asked to reimburse the Club for the difference.

Project timetable:

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| November 13 | Club Assembly/Project Kickoff/Family Assignments |
| December 4 | ALL families should be contacted by this date. Team Captains confirm by December 4. |
| December 11 | All gifts are hopefully purchased and you are preparing for our December 18 delivery day. |
| December 18 | <u>PLEASE KNOW THE LAST NAME OF YOUR FAMILY WHEN PICKING UP PERSONAL CARE ITEMS, AS THESE BAGS HAVE BEEN PERSONALIZED FOR EACH FAMILY!</u> Grocery shopping and delivery day. We have a short Club meeting then assemble in the Civitan parking lot to get your bag/box of Food Pantry items, Turkey (courtesy of Johnny V.), and a bag of personal care products. Travel to Jungle Jim's for grocery shopping. <i>If you do not wish to come inside the Civitan, please wait in the parking lot for pick up.</i> Deliver gifts/groceries at a prearranged time. |