



Christmas Gift Giving Project 2021

Volunteer Spot Job Descriptors

General Message for the Project

We are using this great time saving website to coordinate sign-ups for the Advent/Christmas Gift-Giving Project. Hope you will be able to join us again this year. It's guaranteed to build your Christmas spirit.

Assemble Gift Tags and Instructions

Work in small groups to affix gift request labels and the return numbered gift tag to instruction sheets for parishioner selection. Tree ornaments will need labels affixed also.

Distribution Set-up

Put ornaments on the trees, lay out gift request sheets.

Tag Distribution Helper

Before & after Mass, help parishioners choose a gift recipient. Be knowledgeable about the agencies involved. An agency description sheet will be available.

Gift Receiver

Before & after Mass, collect gifts from parishioners and thank them. Bring gifts into Community Room and call out code numbers to the checkers for receipt confirmation.

Receiving Checker

When gifts are brought into the Community Room, check the gift tag number against the receiving checklist. If on the paper list X-out the number in pencil. If on the computer list, click "**received**" in software program.

Student Helper

Check with **Student Supervisor**. You may be making boxes, sorting and packing received gifts, or stationed near doors to help parishioners bringing in gifts. You may go to Mass or stay and work throughout the Mass.

Packer

Before & after Mass, take received gifts to appropriate agency packing area. Check off code on a clipboard. Place in shipping box. Close shipping boxes when full. Put together and shipping boxes with tape as needed.

Collection Room Set-up

1st Week - Set out tables and chairs according to plan. Make shipping boxes for each agency. Put up signage.

2nd Week - Move tables and chairs, move agency shippers according to expanded plan. Make shipping boxes for each agency. Change signage.

Shoppers

After project closes, shop for unreturned gifts within budget given, and return gifts by Monday 9:00 a.m.

Drivers

Pick up agency shipping boxes and deliver to designated agency. Map and directions will be provided.

Loaders

Load agency shipping boxes onto carts and then into drivers' cars.