

Orphanage Emmanuel Christmas Instructions 2018



1. Make sure you know the child's full name, number, and correct sizes (2018 Size Chart available on OE Website). If you are unsure, please email the office ahead of time.
2. Fill your gift with age-appropriate items for your child. All items must be in sturdy boxes. No gift bags or bows unless they are enclosed in a sturdy box for shipping. All boxes must be completely filled to avoid damage during shipping (may use bubble wrap, newspaper, etc.). There are no size restrictions on the box.
3. Wrap your gift with durable wrapping paper and label it with your child's full name, child ID number. All boxes need to be labeled legibly with the complete and correct name and number of its recipient. Otherwise, we cannot make sure they get their gift.
4. On the outside of the wrapped box, securely attach a complete legible inventory. All consumable items/food must have quantity, package size, and expiration date on inventory sheet. ((Example: 2 bags of candy 6oz each expiration: 4/2020, 1 pack of 6 candy bars 2oz each, expiration: 5/2019, 1 box Vanilla Wafers 24oz expiration: 7/2019)) Boxes that do not include an inventory will not be shipped. All consumable products must have an expiration date 4 months or later from shipping date. For the Christmas container, expiration date must be March 1, 2019 or later.
5. Ship or drop off your gift to one of the two available container addresses. Please consider dropping off a shipping donation of \$10/box with your box to help cover container costs.



CONTAINER INFORMATION

Orphanage Emmanuel c/o Richard Williford
5111 Browntown Road
Chattanooga, TN 37415
Deadline: November 1, 2018

Ron and Sherri McCollum
2008 Rockledge Circle
Opelika, AL 36801
Deadline: TBA

There is a prior container leaving Tennessee on October 19th.
If possible, please consider shipping your gifts to arrive on
this container, as it gives the Emmanuel staff much needed
time to organize and prepare.

EXTRA DONATIONS OF WRAPPING PAPER, SCOTCH TAPE,
PACKING TAPE, SCISSORS, PERMANENT MARKERS, AND
OTHER WRAPPING SUPPLIES ARE ALWAYS APPRECIATED BY
THE EMMANUEL CHRISTMAS TEAM!!!

GIFT IDEAS AND SUGGESTIONS

TOYS:

Soccer balls, jump ropes, marbles, cars, dolls, Frisbees, action figures, UNO cards, Legos, scooters

TOILETRIES:

Shampoo, conditioner, deodorant, toothpaste, toothbrushes, lotion, perfume, cologne, makeup, hair gel, soap, body wash

CLOTHING:

Jeans, pants, skirts, dresses, tennis shoes, sandals, shirts, socks, underwear, sweaters, sweatshirts, pajamas

OTHER:

Books, music, or movies (age-appropriate and in Spanish), hair accessories, wristwatches, snacks, candy

PLEASE DO NOT SEND IPODS, GAMEBOYS, PHONES, OR OTHER VALUABLE ELECTRONICS WITHOUT PRIOR APPROVAL FROM THE OFFICE. PLEASE DO NOT SEND CASH OR CHECKS OF ANY KIND INSIDE GIFTS

ANONYMOUS GIFTS

- Anonymous gifts are crucial to Christmas at Emmanuel and are used to provide presents to children who arrive close to Christmas and children who are lacking presents. Anonymous gifts are greatly appreciated for all ages and genders
- The group of children most often lacking presents is boys 13+
- You can help in one of two ways:
 1. Send anonymous gift boxes marked with age and gender (ex: 12-14 year old boy) with inventory and sizes on box
 2. Send items that we can use to make anonymous gifts (ex: watches, jewelry, hygiene products, clothing, toys)

Child's Name:

Child's Number:

Inventory List:

Gift for: BOY

Age Group (Circle one)

0-2 3-5 6-10

11-12 13-16 17 and up

Inventory List:

Gift for: GIRL

Age Group (Circle one)

9-2 3-5 6-10

11-13 14-16 17 and 18

Inventory List:
