

Instructions for Operation Christmas Child

Step 1: Grab pre-made boxes from the copy room provided by Operation Christmas Child. Or you can gather your own shoe boxes (Standard Size Only). You can wrap the box (wrap lid separately), but wrapping is not required. With many of the new style shoeboxes, you may have trouble wrapping them because the lid is attached to the box on one side. **You cannot wrap the box in any way that would not allow the box to be opened without tearing the wrapping paper.**

Step 2: Decide if you wish for your gift to be **for a boy or girl**, and for which age category: **ages 2-4, 5-9, or 10-14**. There are labels copied on the back of this sheet that need to be cut and then taped to the top of each box. That label gets marked to show what age level and gender the gift is intended for. **Make sure every box gets a label.** Make more copies of labels if necessary.

Step 3: Fill with Gifts –

Gift Ideas:

Toys

Small Cars,
Balls, dolls,
Stuffed animals,
Kazoos, harmonicas,
Yo-yos, jump ropes,
Slinky, toys that
light up or make
noise (include batteries)

School Supplies

Pens, pencils & sharpener,
crayons or markers,
writing pads or paper,
solar calculators,
coloring/picture books
stamps and ink pad sets

Hygiene Items

toothbrush,
mild bar soap (in a plastic bag)
comb or hairbrush
washcloth

Other Ideas:

T-shirts, socks, ball caps, sunglasses, hair clips, toy jewelry,
Watches, flashlights (with extra batteries)

DO NOT INCLUDE:

CANDY IS NO LONGER ALLOWED DUE TO CUSTOMS REGULATIONS

Used or damaged items

War-related items such as toy guns, knives, or military figures

Chocolate or food

Liquids or lotions (**THIS NOW INCLUDES TOOTHPASTE**)

Medications or vitamins

Breakable items such as Snow Globes or glass containers

Aerosol cans

Harry Potter or Pokemon related items

Step 4: Add a Personal Note. **In a separate envelope**, you can enclose a note to the child who will receive the box, and you can include a photo of yourself or your class. **If you include a name and address, the child may write back to you. This is not required but is a nice option if you choose to do so.**

Step 5: Put the lid on the shoebox and **attach a rubber band around the box and lid to keep it from opening up and items falling out.**

Step 6: Collect **\$5 per shoebox to cover shipping expenses. TOTAL COST TO SHIP IS NOW \$9 PER BOX. Do not put the money in the shoe boxes.** All money will be turned in to Mr. Berg

or Mr. Krogman and one check will be written to cover the total number of boxes our school donates. **Deadline: Friday, November 19.** Boxes must be sent away by the 22nd.