

St. Francis of Assisi Catholic Church

The Giving Tree Christmas Program

October 1, 2010

Dear Director or Assistance Coordinator,

In anticipation of the Christmas season, the parishioners of St. Francis of Assisi Catholic Church would like to invite your organization to participate in our Giving Tree gift program this year.

In these tumultuous economic times, we understand the needs of your clients are probably greater than ever. The people of St. Francis want to share what we have with our neighbors who are less fortunate *by collecting gifts that will help meet their basic needs/“reasonable” wants at Christmastime.*

Your organization may be involved by following these steps:

- 1. CONTACT Susanna Brown (222-0057 or 904-3301) by Friday, October 15, 2010**, to determine the number of gift requests you will submit and to confirm the date(s) to pick-up your agency's gifts. *Please designate one contact person from your organization who will work directly with us.*
- 2. GIFT LABELS PREPARED AND SUBMITTED on or before Friday, November 12, 2010**, Insert your clients' gift wishes in the computer format in our [WORD file](#) provided at this link titled: [address-size-sticker labels](#); send the requests via mail, fax, email, or hand deliver to:
St. Francis Parish, Attention: Giving Tree, 2150 Frieze Ave., Ann Arbor, MI 48104.
Fax: 734-821-2102 or, E-mail: sdlg1000@aol.com.

Please follow the **SAMPLE GIFT LABEL** format via computer. You may submit them on standard 8 ½ x 11 white paper so that St. Francis can photocopy them onto label paper **or** by email and we will print them out to photocopy onto the label paper. Please use our [WORD file](#) or contact Susanna Brown if you have any questions. **NOTE: HAND-WRITTEN LABELS WILL NOT BE ACCEPTED UNLESS THE HANDWRITING IS PRINTED CLEARLY AND NEATLY.**

- 3. PICK-UP the GIFTS on Tuesday, Dec. 14 AND Monday, Dec. 20**, from St. Francis Parish Office. We are located in Ann Arbor on Stadium Blvd., between Washtenaw & Packard across the street from Tappan Middle School. Drive around the block to the back of the church to find our office at 2150 Frieze Avenue.

We look forward to working with you on behalf of your clients who are in need of assistance. Listed below are items to remember as you prepare your gift requests:

- 1) Only one gift idea per label! Please try to be personal and specific with your clients' needs.
- 2) If your gift idea is a gift certificate, DO NOT suggest a dollar amount.
- 3) We ask that gift ideas be focused more on your clients' "needs" and/or "reasonable wants" or the requests may be returned unfulfilled.
- 4) If your labels do not fit the above description, we may need to send them back to you to do over. We thank you, in advance, for your help.
- 5) Our volunteers enjoy gift-wrapping the presents. Please contact us if you have any concerns regarding gift-wrapping your presents.

If you'd like to learn more about our Giving Tree Program, go to our website at: www.stfrancisa2.com/socialministry/givingtree.htm or contact us with any questions you may have.

Sincerely,

Susanna Brown (222-0057, 904-3301) <sdlg1000@aol.com>
Scott Wright, Parish Social Ministry Director (821-2121) <swright@rc.net>
Parish Social Ministry Office www.stfrancisa2.com/socialministry/

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