**GIFT PROCEDURES for Casino Gifts Solicitation & Casino gift Purchasing ( rev 03/17/2024)**

These procedure pages are TO BE INCLUDED in ANNUAL REPORT (following the Master Timeline & committee policy) in each…SOLICITATIONS CHAIR, CASINO GIFTS CHAIR, & PURCHASING CHAIR year-end notebook and in GOOGLE DRIVE committee folder,

**CASINO GIFTS (CG)**

* All Casino Gifts must be Tagged & Boxed.
* Contract Procedures: Chair must verify contracts & assign a tag number. The top copy (white/original) of the contract goes into Admin’s inbox (DeVon). Please confirm this procedure with DeVon. Note: If you see any ideas for Gift Contract changes, please submit the request prior to year-end.
* Gift Certificate Contracts: Gift Certificate person assigns tag numbers and puts the original copy of contract in Admin’s inbox.
* Delivery Doctors (DD): One (1) contact person for Casino Gifts and one (1) contact person for Purchased Gifts must be designated. The names of these contacts who will communicate with DD should be decided by February/March and communicated/approved by Erin at Delivery Doctors. **However, the primary contact to communicate with DD (Erin) is the CASINO GIFTS CHAIR.**
* Filled boxes must be securely well taped and marked clearly—**CASINO GIFTS** for pick up by DD. Mark **“FRAGILE”** on boxes, as needed.
* When **3 or more boxes (and 5 or more Purchasing boxes--see Purchasing notes)** are ready for pick-up, phone DD (Erin or her designee) to let them know the # of boxes ready for pick-up. DD will accommodate pick up asap, depending on their schedule.

This is a NEW procedure on DD pick-ups for 2024.

* Pick-up days/times must be coordinated so that DeVon (Admin) is available at the Angel office, unless the Casino Gifts Chair plans to be at the office. Please schedule/confirm with DeVon and Erin on each pick-up. THE DD DRIVERS DO NOT HAVE ACCESS CODE TO THE OFFICE…SOMEONE NEEDS TO BE THERE!
* Place Casino Gift Boxes ready for pick-up in the front room of the Angel office. Space in the office is limited so please don’t let too many boxes accumulate. KEEP ALL GIFT AREAS ORGANIZED!
* VERY IMPORTANT---once the Gift Boxes are at DD, these boxes **cannot** be accessed until delivered to La Paloma for the ball**. DD cannot accommodate visits to their warehouse**.

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Note 1: Jewelry can be locked in a cabinet at the Angel office…see DeVon,

Note 2: DD does not have air conditioning (only coolers). Items such as candles will need to be stored at the Angel office—in the Storage Room…see DeVon.

**ANGEL MEMBER NAMES or “ANONYMOUS” ARE NOT TO BE SHOWN ON GIFT TAGS**

**AS A DONOR (these could be items purchased by member or items donated by member through other means (ie: re-gifting)**

**PURCHASED GIFTS (PG)**

* Review all unsold purchased gifts from the PREVIOUS YEAR’S Angel Ball. Retag gifts to be offered for sale at the upcoming Angel Ball and offer any extra gifts to Event Chairs (Spring/Poker)
* Purchasing Chair is encouraged to go to market for an updated selection of Casino Gifts, in addition to using local vendors and purchasing online. We prefer to use local vendors vs online ordering, when possible.
* Purchased Gifts Deliveries/Processing - Spreadsheet entries and Tagging are the responsibility of the Purchasing Chair/Team. Note: Handling of deliveries of pallets (if needed) and boxed items needs to be addressed each year,
* Gift Purchasing travel dates are to be shared with the Solicitations Chair who will work with you to stay within budget.
* **Communication with the CG Chair on the number/type of items donated is essential in order to fill in the gaps with purchased items. Casino Gifts donated by members usually come in during the 2nd half of the year so communicate regularly.**
* Keep in mind that donations of Men’s items and electronics usually fall short.
* High quality toys, bikes (all sizes), electric car types, dollhouse/kitchens and the larger, showy items always sell. The Men’s Club should be notified on approx. # of items to be put together. They can also assist in shopping/suggestions.
* Purchasing Chair/team must tag and box all Purchased Gifts to be stored at Delivery Doctors (DD).
* **The Purchasing Chair must communicate with the Casino Gifts Chair on the pickup procedures to follow with Delivery Doctors (Erin Vincent). The CG Chair is the main contact person with DD/Erin. She will arrange for multi-location pick-up days/times in order for DD to schedule Box Pick-ups for the Angel Charity office and the Crossroads location in one trip.**
* Filled boxes must be **securely sealed** with Tape and marked clearly**—"PURCHASING”** before pick-up by DD. \*Also, mark **“FRAGILE”** on boxes, as needed**. page 2**
* **Inform the CG Chair when there is a minimum of 5 BOXES (PG) ready for pick-up by DD.**
* IMPORTANT – on a rare occasion you may need/prefer to take a box to DD, CALL DD AT LEAST 1 DAY PRIOR for approval. Once the Gift Boxes are at DD, these boxes cannot be accessed until delivered to La Paloma for the ball. DD cannot accommodate visits to their warehouse.
* **No GIFT DELIVERIES are to be sent to the Angel office or to Delivery Doctors.**

**\*NEW FOR 2024:**

* Purchased Gifts can be delivered and stored at Crossroads Plaza (location donated by Larsen Baker, LLC), **4811 E Grant Rd.** **#147**, Tucson 85712. Contact Dawn Darling (520) 400-2230 with any issues with this space. There is a Lock Box on the door so please return the key when you leave! Contact the on-site manager, Tom Grass (520-837-9017) if a delivery is coming and the Purchasing Team cannot accommodate. Tom can put the boxes inside the storage space, when delivered.
* The Purchasing Chair is responsible for overseeing all deliveries, assigning tasks & overseeing committee members who will access this location. Purchasing Chair will provide the code.

**SOLICITATIONS CHAIR: THE SOLICITATIONS CHAIR IS TO OVERSEE THE FOLLOWING:**

1. Overall gift procedures are being followed.
2. Pick-up & delivery procedures are being followed.
3. Encourage the Purchasing Chair to go to market for an updated selection of Gifts. Consult with the Purchasing Chair regarding travel dates and expenses/budget.
4. Ensure the Angel office is kept as organized as possible as gifts are dropped off, moved, tagged, and boxed correctly for pick up by Delivery Doctors.
5. Ensure that Casino Gifts Chair & Purchasing Chair are communicating on correct procedures for receiving gifts, spreadsheet entries, tagging, etc. as agreed upon in their initial meeting at the beginning of each year.
6. Assist with Storage procedures: Storing of supplies from Casino Gifts & Purchasing at the Angel office **after the Ball** must be coordinated with DeVon. This may include storage at the off-site storage unit.
7. Coordinate with DeVon on reorganization of all gift supplies in the Angel storage room.

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1. Assist the SA Chair/Team in handling the distribution of gifts at the Angel office, **after the Ball.**
2. Ensure that suggestions/changes for each GIFTS POLICIES & PROCEDURES are submitted in June & November to the designated Active Guardian Angel upon request.

**GIFTS—CASINO (CG) & PURCHASED (PG)**

* **Delivery Doctors does NOT take Jewelry or Gift Certicates to store for Ball and does NOT take those items, after the Ball.**
* **AFTER THE BALL…DD requests that different colored paper be used for CG, PG, and SA to better identify boxes for retrieval and storing.**

**This different color-coded paper should be printed prior to the Ball and be ready to tape on the boxes. Communicate with other gift chairs to decide the colors to use for each gift area.**

* **AFTER THE BALL**…ANY GIFT ITEMS PAID FOR BUT NOT PICKED UP MUST BE BOXED UP SEPARATELY. PUT THE WHITE BAGS WITH GIFTS & NAME TAGS IN THE BOX. DD REQUESTS THAT YOU TAPE ONE OR TWO OF THE WHITE BAGS ON THE OUTSIDE OF THE BOX(s) TO IDENTIFY THOSE SOLD ITEMS that have not been picked up.
* All items picked up by DD **after the Ball** will be taken to DD for storing.
* The leftover gifts must be inventoried asap in time to prepare for the Annual General Meeting. The inventory is to be done by the Current GC and/or VC, the Incoming GC and/or VC, CG Chair, and the Purchasing Chair.
* Selected items will be taken to the January Annual meeting for sale at a reduced price to the members. Unsold items are first offered to the Spring and Fall Event (Incoming Chairs). The remaining gifts and Gift Certificates are taken to the Angel office.

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**SILENT AUCTION (SA)**

* The Silent Auction Chair must communicate with the Casino Gifts Chair regarding any Casino Gift requests to move from CG to SA.
* The number of CGs given to SA should be kept to a minimum so as not to deplete the CG display of gifts at the Angel Ball.
* A spreadsheet of CG moved to SA should be kept by the Casino Gifts Chair.
* The Angel member donating any CG moved to SA receives credit for that gift.
* SA items will be stored in the Angel office storage room. Coordinate with DeVon on shelves available for SA.
* Jewelry or other valuable items should be locked up or taken home by the SA Chair.
* The SA Chair/team are responsible to get the SA items to the Ball.
* **AFTER THE BALL**…Delivery Doctors will pick up SA items along with the CG items.

The SA Chair/team must label the boxed items **“PURCHASING”** and be available to communicate with drivers at Pick up.

* **AFTER THE BALL…DD requests that different colored paper be used for SA, GG & PG**

**to better identify for retrieval & storing. Each section must use a different color paper (SA/CG/PG). The different color-coded paper should be printed PRIOR to the Ball and be ready to tape on the boxes. Communicate with other gift chairs to decide the colors to use for each area.**

\*Signage & Décor for SA display is handled by the SA Chair and committee members.

\*\*if a TV is needed for SA display, arrangements, this need to be confirmed by Oct/Nov. Communicate with the CG Chair to make arrangements with DD to pick up and deliver the TV to the Ball. The TV is kept in the off-site storage.

**\*\*\*all communication with DD/Erin should go through the CG Chair!**

**SA…Q & A…questions TBD:**

* **UNSOLD GIFTS FROM MEMBERS**
* **UNSOLD GIFTS FROM DONORS**
* **GIFTS SOLD…NOT PICKED UP**

1. **Deadline Date for pick up (Feb 15 or March 1)**
2. **If gifts not picked up by deadline**
3. **Wording on contract/invoice re: deadline**
4. **Legal considerations / $ value considerations Page 5**