



2023 RESA Gift Wrapping

The wrapping paper and table will be provided.

You will need to provide your own donation collection box, hand sanitizer, tape, scissors, ribbon, bows, and any other supplies you may need.

Also, some tables do not have chairs. Please bring your own.

What is expected of you on your wrapping date:

- **Fundraiser request form** will be at the gift wrap stands, as well as a copy of the assignment roster, Rules & Guidelines and Volunteer Log sheet. Please leave this on the gift wrap tables so all groups will have the required documentation.
 - **All volunteers** must sign the "Volunteer Log" stating they have read the "Rules & Guidelines".
- **4 volunteers** must be there the entire time that the Exchange is open. *(It is AFI 34-223. All POs have been briefed every quarter).* You have the whole day to wrap on the day that you are assigned.
- **Shift Day:**
 - **Arrive 15 minutes prior** to the Exchange opening.
 - **Prepare to stay up to 20 minutes after** the Exchange closes to clean up your area.
 - On heavy shopping days, your group may experience a rush of customers after the BX closing time. Be advised that your time may run over.
 - **Table MUST be manned** the ENTIRE shift. **This means not arriving late or leaving early.** *There is a Naughty List for 2024.*
- **Children are allowed to be at the tables.**
 - HOWEVER, children need to be safe. Please use your judgment in allowing them to help your organization.
 - Children under the age of **16 years old MUST be supervised by 2 adults.**
- **Uniforms:**
 - **NO** military uniform.
 - **YES**, Club uniforms, shirts are allowed.
 - **YES**, Christmas outfits are allowed.
- **Advertisement:**
 - **NOT** permitted to walk around the Exchange to solicit customers.
 - **ARE** allowed to make your PO Sign or bring banners, letting customers know who you are. Do **NOT** tape to walls or glass.
 - **CAN** verbally tell people about your organization. HOWEVER, no papers, applications, or flyers can be given out.
- **Wrapping Station:**
 - **Wrapping paper** is provided by Exchange and we thank them for their donation.
 - **Station** must be kept clean during your shift and ready at the end of your shift for the next day's organization. **Please do not use the table and/or tablecloths as a place to store tape pieces.** It only creates a messy work area. To ensure that the wrapping surfaces and tablecloths stay clean, please keep food, and drink off the tables and do not stick chewing gum under the tables.

If you have any questions or need to make changes to any of the required POC's please email: resa.giftwrap@gmail.com.



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- **Empty rolls and boxes** from the wrapping paper, please break it down. At the end of your shift, it will be picked up.
- **Trash** from your table, please use a separate trash bag. **DO NOT** use the public trash cans, as they get full fast. You may leave your trash bags at the end of the shift and AAFES will collect them. Again, we thank AAFES for their service.

A few pointers to make your day successful:

- Dress up for the holidays! Santa hat, reindeer antlers, ugly Christmas sweaters, etc.
- The more beautiful you make your packages the more donations you will get. Go the extra mile, have special bows or ribbons and other nice decorations for the packages. **Plan ahead!** Decorations like ribbons and bows and items like tape do sell out at the BX and might not be available the day of your gift wrap slot, especially the closer it is to Christmas. Places like Ikea, Depot and Globus sell nice decorations for packages at very reasonable prices. Stock up at places like these to make your wrapping a little extra special.
- No gift is too big, too small, or too weird to be wrapped! In the past, someone asked to have Taco Bell tacos wrapped up as a joke for a co-worker. A donation is a donation.
- Service with a smile! The friendlier and more upbeat you are, the better your chances are for good donations.

After your wrapping day has concluded:

- Your organization must report the total of the donations received **within 72 hours**, an email from the Gift Wrap Chair will send a link to the POC signed up for the event date. **Failure to do so will result in being added to the 2024 Naughty List and your organization will be banned from participating.**

By signing you are acknowledging the Rules and Guidelines

Signature_____

Date_____

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Organization Name: _____

Air Force Organization: Yes No

Army Organization: Yes No

 If yes: FRG

 Informal Funds

 Private Organization

 Other: _____

Contact Information:

Main Point of Contact (You may only serve as the main POC for one organization):

 Name: _____

 Email (Non-military): _____

 Cell Phone: _____

Second Point of Contact:

 Name: _____

 Email (Non-military): _____

 Cell Phone: _____

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