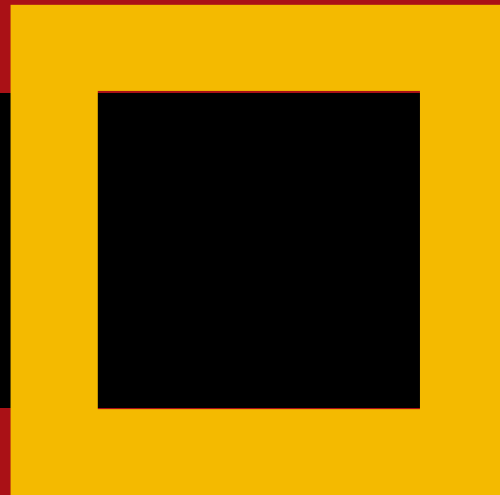


**MARY
RIGG**



Team Santa 2023



Dear Team Santa Friends,

We are so glad to have you join Team Santa this year! Your generosity will brighten the hearts of families and create an unforgettable holiday. Thank you for choosing to make a difference in the community during this special time of year. Read through the packet to learn about what goals we have and how you can get involved.

Our contact information is listed below. If you need anything from us or have any additional questions, please reach out! Thank you for taking time out of your schedule during this busy season to spread joy throughout the community and create good opportunities for others.

With gratitude,



Joni Hurst

Food & Customer Service Coordinator

O: 463.900.4732

E: jhurst@maryrigg.org



Cindy Miers

Director of Operations & Customer Service

O: 463.900.4545

E: cmiers@maryrigg.org



Maria Jackson

Development & Communications Associate

O: 463.900.4740

E: mjackson@maryrigg.org

Dates To Remember

Friday, November 10th
Team Santa Sign-Ups Due

Friday, December 1st
Monetary Donations Due

Monday, December 4th through
Friday, December 8th
Donation Item Drop Off

Monday, December 11th
Holiday Distribution

How YOU can help...

Team Santa Goals

Below are the items we are collecting to ensure each family gets what they need. We provide these items for kids ages 0-12. **Our greatest need this year is toys and winter wear items.**

300 Toys 300 Board/Card Games 1,000 Blankets
2,000 Winter Wear items like coats, hats, and gloves

We have included the link to our [Amazon Wishlist here](#) or you can purchase wherever you do your shopping.

***Please note that all items must be new in order to be accepted.**

If you wish to make a monetary gift instead to help cover the cost of the items above, you can donate to our Team Santa fund in the following ways:

- Online – Visit maryrigg.org/donate and designate your gift to Team Santa in the comment section.
- Check – Make a check out to Mary Rigg Neighborhood Center, add Team Santa to the memo and drop it off or mail it to:

Mary Rigg Neighborhood Center
Attention: Team Santa
1920 W Morris Street
Indianapolis, IN 46221

- Cash – Drop off your cash donation to Mary Rigg during business hours:
Monday - Friday: 8:30-5:00 pm

Questions regarding in-kind
or financial donations can
be directed to Maria:
mjackson@maryrigg.org
463.900.4740

Volunteer Opportunities

Volunteering on distribution day is a great way to give back to the community. We need approximately 50 volunteers to make the day run smoothly. Descriptions of the different positions can be found below. You can sign up to volunteer on our website www.maryrigg.org/team-santa/.

- Reindeer Parking Lot - Guiding shoppers to their designated parking spot
- Santa's Workshop - Greeting and assisting shoppers as they pick out their holiday gifts
- Frosty's Tote Pick Up - Loading food totes into shopper's vehicles (must be able to lift 25 pounds)

Shift Schedule - December 11th, 2023

- Shift 1: 8:30 am - 12:00 pm
- Shift 2: 4:30 pm - 7:00 pm

***Training will be held during the first 30 minutes of each shift**

Questions regarding volunteers can be directed to Maria:

mjackson@maryrigg.org

463.900.4740

2023 Team Santa Sign Up Form

Please complete this form and email it to Maria Jackson at mjackson@maryrigg.org by Friday, November 10th

General Information

Organization or Individual name: _____

Contact person if organization: _____

Phone number: _____ Email: _____

Street address: _____

City/State/Zip: _____

Please indicate the quantity of the item/s you plan on donating. If not donating that item, leave blank.

Item:	Quantity:	Item:	Quantity:
Toys	_____	Blankets	_____
Board/Card Games	_____	Winter Wear	_____

Delivery Information

Expected Delivery Date*: _____

All donations must be dropped off between Monday, December 4th and Friday, December 8th between 10:00 am - 5:00 pm. If you need to deliver outside of these hours, please contact Joni at 463.900.4732 or Maria at 463.900.4740.