



American Legion Auxiliary

Department of Michigan
212 N. Verlinden Avenue, Suite B
Lansing, MI 48915
(517) 267-8809, Ext 21

OCTOBER , 2009

TO: District Rehabilitation Chairmen

RE: GIFT SHOP – ANN ARBOR V.A. MEDICAL CENTER

DISTRICT CHAIRMEN: It is your responsibility to sign up the required number of workers for your assigned days.

2009 GIFT SHOP WORKERS SCHEDULE

Monday through Wednesday, November 30th, December 1st and 2nd

Workers needed each day:

2nd District	10
17th District	4
18th District	10

NOTE: The V.A. Hospital Representative will advise the District Rehabilitation Chairmen of any changes in the number of workers required from each District for the respective days.

Jane Bowen, Ann Arbor Representative
210 Wheeler Court
Saline, MI 48176
734-429-5106



American Legion Auxiliary
Department of Michigan-212 N. Verlinden Avenue-Lansing, MI 48915
(517) 371-4720, Ext 21

ANN ARBOR V.A. MEDICAL CENTER - GIFT SHOP

TO: Unit VA & R Chairmen

DATE: October, 2009

IMPORTANT -- PLEASE READ ENTIRE BULLETIN

DATES: Monday, Tuesday and Wednesday, November 30, December 1, and 2, 2009. Ribbon cutting ceremony; Monday, November 30th, 2009 at 10:00 a.m.

WORKERS: From the 2nd, 17th and 18th Districts.

Contact your District Rehabilitation Chairman early for assignment day. Workers must be at the hospital at 9:00 a.m. on the date promised. DO wear comfortable shoes; bring a pair of scissors and a pen.

Any scheduled worker who cannot attend should send a substitute.

GIFTS to be supplied by the 2nd, 17th and 18th Districts. Must be delivered to the hospital no later than **November 15, 2009.** NO WEEKEND DELIVERIES. If delivering personally, PLEASE SEAL BOX as if for mailing.

ADDRESS BOXES TO: Jane Bowen, Representative 506 V-24
American Legion Auxiliary Gift Shop
Ann Arbor VA Hospital
2215 Fuller Rd.
Ann Arbor, MI 48105

Purchase of these gifts is the UNIT'S responsibility. Each Unit is to supply the following gifts valued at \$7 to \$10 each. You may spend more for each gift if you wish. PLEASE FOLLOW THIS SHOPPING LIST:

Units of	Gifts	Type:
10-25	10	5 Women & Teen Girls; 4 Men & Teen Boys
26-50	12	7 Women & Teen Girls; 4 Men & Teen Boys; 1 Children's toys
51-75	14	7 Women & Teen Girls; 4 Men & Teen Boys; 3 Age 7-12 Toys
76-100	16	8 Women & Teen Girls; 6 Men & Teen Boys; 3 Children's toys
101-125	18	9 Women & Teen Girls; 7 Men & Teen Boys; 2 Children's toys
126-150	20	10 Women & Teen Girls; 10 Men & Teen Boys;
151-175	22	11 Women & Teen Girls; 11 Men & Teen Boys;
176-225	24	13 Women & Teen Girls; 11 Men & Teen Boys;
226-275	28	14 Women & Teen Girls; 14 Men & Teen Boys;
276-325	32	18 Women & Teen Girls; 14 Men & Teen Boys;
326-375	36	18 Women & Teen Girls; 18 Men & Teen Boys;
376-425	38	19 Women & Teen Girls; 19 Men & Teen Boys;
426-475	42	21 Women & Teen Girls; 21 Men & Teen Boys;
476-550	47	30 Women & Teen Girls; 12 Men and Teen Boys; 5 Age 7-12 Toys

Please select a variety of items. The gifts should be lightweight and small--if it is necessary to mail the gifts, the US postage charges will be less expensive.

- LADIES: Stoles, sweaters (large), slippers, M-L) stretch gloves, robes, gowns (M-L-XL), jewelry, billfolds, calculators, watches, cameras, sweatshirts (M-L-XL).
- MEN: Cosmetics (in plastic containers), pipes, stretch gloves, shirts (M-L-XL), pen and pencil sets billfolds (leather), socks, slippers, insulated underwear (large sizes), sweatshirts, watches, calculators, hand-held computer games (poker).
- CHILDREN: Small stuffed toys, small dressed dolls, purses, small games, stretch gloves, jewelry, cars (small), trucks, hand held electronic games – PLEASE NO CLOTHES

DO'S

1. DO choose as many UNSIZED gifts as possible.
2. DO be on TIME, both in sending your gifts and reporting to work at the Gift Shop.
3. DO send Boxes.
4. DO be sure you list valuation of gifts donated (Retail, not sale price).
5. DO send post card for thank you note.

DON'TS

1. DO NOT SEND GLASSWARE OR BREAKABLES, SUCH AS COLOGNES, PERFUMES AND AFTERSHAVE LOTIONS.
2. DO NOT SEND RAZORS, SCISSORS OR ANY SHARP INSTRUMENTS.
3. DO NOT count articles costing less than \$7.00 as one gift.
4. DO NOT send women's personal underwear, with the exception of slips, nighties or robes. No Blouses or Anklets
5. DO NOT send soiled or broken articles, PLEASE.
6. DO NOT send candy.
7. DO NOT send old or broken jewelry.
8. DO NOT send gift wrapping paper and post office tape for boxes.
9. DO NOT send purses.
10. DO NOT send small kids clothes (1 year through 12 years)

PLEASE READ CAREFULLY: Two sets of listing sheets are enclosed. If additional sets are needed, request them from Department Headquarters early. One is required for each carton. Please number cartons "1 of 1", "1 of 2", etc.

WHITE Copy: In the shipping carton
 YELLOW Copy: Send to District VA & R Chairman
 PINK Copy: Unit Files

Contact your District President if you do not have the name and address of your District Rehabilitation Chairman.

IF YOU WANT AN ACKNOWLEDGEMENT FROM THE HOSPITAL REPRESENTATIVE THAT YOUR GIFTS WERE RECEIVED, ENCLOSE A SELF-ADDRESSED POST CARD WITH YOUR GIFTS

If your Unit is unable to shop for gift shop and wishes to contribute cash, the money MUST BE MAILED TO THE DEPARTMENT OFFICE NO LATER THAN **OCTOBER 31st, 2009** TO ALLOW TIME TO PROCESS YOUR CHECK AND GET IT TO THE V.A. REPRESENTATIVE SO SHE CAN PURCHASE NEEDED GIFTS. BE SURE TO INDICATE THE DONATION IS FOR ANN ARBOR GIFT SHOP.

DO NOT SEND MONEY DIRECTLY TO THE HOSPITAL REPRESENTATIVE.