



## *American Legion Auxiliary*

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

OCTOBER, 2009

TO: District VA & R Chairmen

RE: 2009 GIFT SHOP – BATTLE CREEK V.A. MEDICAL CENTER

DATE: **December 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, 2009**

GIFT SHOP WORKERS SCHEDULE:

|                  |                         | <u>3<sup>rd</sup></u> | <u>4<sup>th</sup></u> | <u>6<sup>th</sup></u> |
|------------------|-------------------------|-----------------------|-----------------------|-----------------------|
| <b>Tuesday</b>   | <b>December 1, 2009</b> | 14                    | 14                    | 14                    |
| <b>Wednesday</b> | <b>December 2, 2009</b> | 14                    | 14                    | 14                    |
| <b>Thursday</b>  | <b>December 3, 2009</b> | 14                    | 14                    | 14                    |

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 day.

**DISTRICT CHAIRMEN:** It is your responsibility to sign up the required number of workers for your assigned days. (Send verification to Carol Parks, Representative by November 15, 2009)

Carol Parks, Hospital Representative  
Attn: Battle Creek Gift Shop  
82778 67<sup>th</sup> Street  
Hartford, MI 49057  
269-463-6832



# *American Legion Auxiliary*

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

DATE: October, 2009

## **BATTLE CREEK V.A. MEDICAL CENTER - GIFT SHOP**

TO: Unit VA & R Chairmen

DATES: **Tuesday through Thursday, December 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, 2009**

WORKERS: From the 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Districts.

Contact your District Rehabilitation Chairman early for assignment day. Workers must be at the hospital at 8:30 a.m. on the date promised. Wear comfortable shoes, and please bring a pair of scissors and a pen.

**Any scheduled worker who cannot attend should send a substitute.**

GIFTS: To be supplied by 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> 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 and take to Building 10, Voluntary Service Office.

ADDRESS BOXES TO: AMERICAN LEGION AUXILIARY  
c/o V.A. MEDICAL CENTER  
VOLUNTARY SERVICE #135  
BATTLE CREEK, MI 49016  
ATTN: CAROL PARKS

Purchase of these gifts is the UNIT'S responsibility. Each Unit is to supply the following new gifts valued at between \$7 and \$10 each. You may spend more for each gift, if you wish. Please follow this shopping list **(MEN'S GIFTS ONLY):**

| Unit Membership | Suggested Gift Number | Unit Membership | Suggested Gift Number | Unit Membership | Suggested Gift Number |
|-----------------|-----------------------|-----------------|-----------------------|-----------------|-----------------------|
| 10-25           | 10                    | 151-175         | 22                    | 426-475         | 42                    |
| 26-50           | 12                    | 175-225         | 24                    | 476-550         | 47                    |
| 51-75           | 14                    | 226-275         | 28                    | 551-625         | 52                    |
| 76-100          | 16                    | 276-325         | 32                    | 626-700         | 57                    |
| 101-125         | 18                    | 326-375         | 36                    | 701+            | 62                    |
| 126-150         | 20                    | 376-425         | 38                    |                 |                       |

**MEN:** Sport shirts (L-3XL), stretch gloves, color t- shirts (L-3XL), socks, sweatshirts and pants (L-3XL), billfolds, radios and slippers.

**DO'S**

1. DO be on TIME in sending your gifts and in reporting for work at the Gift Shop.
2. DO choose as many UNSIZED gifts as possible.
3. DO be sure you list valuation of gifts donated.
4. DO be sure to include District & Unit number and the chairman's name and address.
5. DO send Christmas Bags, not wrapping paper.

\* \* \* \* \*

**DON'TS**

1. DO NOT send glassware or breakables, such as colognes, perfumes and aftershave lotion or soap.
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 candy.
5. DO NOT send boxes.

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. It is suggested that your gifts be insured.

**A letter will be sent from Hospital Representative with Gift Shop results.**

If your unit is unable to shop for gift shop items and wishes to contribute cash, the money must be mailed to the Department office no later than October 31<sup>st</sup>, to allow time to process your check and get it to the V.A. Representative so she can purchase the needed gifts. Be sure to indicate Battle Creek Gift Shop on your donation.

Do not send money directly to the hospital representative.

Carol Parks, Hospital Representative  
 Attn: Battle Creek Gift Shop  
 82778 67<sup>th</sup> Street  
 Hartford, MI 49057  
 269-463-6832