



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: GIFT SHOP – DETROIT 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

	<u>1st District</u>	<u>16th District</u>
Tuesday, December 8, 2009	7 workers	7 workers
Wednesday, December 9, 2009	7 workers	7 workers
Thursday, December 10, 2009	6 workers	6 workers

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.

Detroit V.A. Medical Center
Artensia Wynn, Detroit Hospital Representative
5981 Coplin Ave.
Detroit, MI 48213
(313) 824-7991



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DETROIT V.A. MEDICAL CENTER - GIFT SHOP

TO: Unit VA & R Chairmen

DATE: October, 2009

**DATES: Tuesday, December 8, 2009 Wednesday, December 9, 2009 and
Thursday, December 10, 2009**

WORKERS: From the 1st and 16th 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. 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 Detroit and 16th 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: Detroit V.A. Medical Center
American Legion Auxiliary Gift Shop
c/o Director Volunteers Office-Room 1015
Attn: Artensia Wynn
4646 John R
Detroit, MI 48201

Purchase of these gifts is the UNIT'S responsibility. Each Unit is to supply the following gifts at a cost of \$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	4 Women; 6 Men
26-50	12	5 Women; 1 Teenage Girls; 5 Men & 1 Teenage Boys
51-75	14	6 Women, 1 Teenage Girls; 5 Men & 2 Teenage Boys;
76-100	16	6 Women & 2 Teenage Girls; 5 Men & 3 Teenage Boys
101-125	18	7 Women; 2 Teenage Girls; 7 Men; & 2 Teenage Boys
126-150	20	9 Women; 1 Teenage Girls; 9 Men & 1 Teenage Boys;
151-175	22	10 Women; 1 Teenage Girls; 10 Men & 1 Teenage Boys
176-225	24	10 Women; 1 Teenage Girls; 10 Men; 1 Teenage Boys; 2 Children
226-275	28	12 Women; 1 Teenage Girls; 12 Men; 1 Teenage Boys; 2 Children
276-325	32	14 Women; 1 Teenage Girls; 14 Men; 1 Teenage Boys; 2 Children
326-375	36	16 Women; 1 Teenage Girls; 16 Men; 1 Teenage Boys; 2 Children
376-425	38	17 Women; 1 Teenage Girls; 17 Men; 1 Teenage Boys; 2 Children
426-475	42	19 Women; 1 Teenage Girls; 19 Men; 1 Teenage Boys; 2 Children

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. Handmade gifts are acceptable. **NO GLASS ARTICLES PLEASE!!!!**

LADIES & TEEN GIRLS: Sweaters, nightgowns, scarves, slippers, (m-l) stretch gloves, bill folds, blankets, purses, towel sets, bathroom & cologne sets, body wash and lotion sets. **NO GLASS ARTICLES, PLEASE. NO MAKE UP NO JEWELRY OR TUBE SOCKS**

MEN & TEEN BOYS: Stretch gloves, knit and sport shirts, pajamas (L-XXXXL), transistor radios, watches (NO PEN WATCHES), sweaters. **NO GLASS ARTICLES, PLEASE. LESS TUBE SOCKS. MEN'S FLANNEL SHIRTS ARE ESPECIALLY NEEDED (L-XXXXL) slippers, wallets and cologne sets.** Also XXXXL Shirts.

CHILDREN (infant-10 yrs) Clothing, dressed dolls, purses, sweaters (s-m-l), sport shirts, games, stretch gloves. ***NEW ITEMS ONLY***

DO'S

1. DO remove price tags.
2. DO send a box for each gift with tissue paper (in bottom of box). Place gift in NEW gift box-not worn, with tissue in bottom and label contents in right-hand corner.
3. DO choose as many UNSIZED gifts as possible.
4. DO be on TIME, both in sending your gifts and in reporting to work at the Gift Shop.
5. DO be sure you list valuation of gifts donated.
6. DO cover used boxes. We have Christmas wrapping paper.
7. DO LABEL GIFTS – PLEASE

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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 nighties or robes.
5. DO NOT send soiled or broken articles.
6. DO NOT send women's personal underwear, with the exception of slips, nighties or robes
7. DO NOT send candy.
8. DO NOT seal boxes.
9. DO NOT write value of gift on boxes.
10. DO NOT send manicure sets.

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.

Enclose a self-addressed card with your gifts for acknowledgement from the Hospital Representative.

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*** 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 JOHN DINGELL GIFT SHOP ON YOUR DONATION.

DO NOT SEND MONEY DIRECTLY TO THE HOSPITAL REPRESENTATIVE.

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