



AMERICAN LEGION AUXILIARY DEPARTMENT OF MICHIGAN

IMPORTANT -- PLEASE READ ENTIRE BULLETIN

TO: UNIT REHABILITATION CHAIRMEN

RE: CHRISTMAS GIFT SHOP – GRAND RAPIDS HOME FOR VETERANS

DATES: Tuesday, December 1, 2009
 Wednesday, December 2, 2009
 Thursday, December 3, 2009

WORKERS: From the **FIFTH, SEVENTH, NINTH, AND NINETEENTH** Districts

GIFTS: To be supplied by the Units in the **5th, 7th, 9th, and 19th Districts.**
 Boxes must be delivered to the Home no later than November 12, 2009.
NO WEEKEND DELIVERIES. WHEN DELIVERING IN PERSON, PLEASE SEAL BOX AS IF FOR MAILING. MAKE SURE UNIT NUMBER IS MARKED ON THE OUTSIDE OF EVERY BOX AND ADDRESS AS FOLLOWS:

Grand Rapids Home for Veterans
 American Legion Auxiliary Gift Shop
 Attention: Sarah Brooks, Hospital Representative
 3000 Monroe Ave. N.W.
 Grand Rapids, MI 49505

PLEASE READ CAREFULLY

Enclose the **WHITE** copy of the packing list in the box. If more than one box is sent, mark boxes 1 of 3, 2 of 3, etc. Additional copies should be sent as follows:

YELLOW goes to your DISTRICT VA&R Chairman
PINK for the Unit files.

If you want a confirmation of receipt, you **MUST** enclose a self-addressed, stamped postcard or envelope with your gifts for acknowledgment from the Hospital Representative.

Purchase of these gifts is the UNIT'S responsibility. Each Unit is asked to supply the following gifts according to their membership. **PLEASE NOTE:** This is not mandatory; it is a **guide** and Units are asked to give according to their ability.

<u>Membership</u>	<u>Suggested Gift Number</u>	
10-25	10	(6 women, 4 men)
26-50	12	(7 women, 5 men)
51-75	14	(8 women, 6 men)
76-100	16	(10 women, 6 men)
101-125	18	(12 women, 6 men)
126-150	20	(13 women, 7 men)
151-175	22	(14 women, 8 men)
176-225	24	(15 women, 9 men)
226-275	28	(18 women, 10 men)

<u>Membership</u>	<u>Suggested Gift Number</u>	
276-325	32	(20 women, 12 men)
326-375	36	(24 women, 12 men)
376-425	38	(25 women, 13 men)
426-475	42	(28 women, 14 men)
476-550	47	(32 women, 15 men)
551-625	52	(34 women, 18 men)
626-700	57	(37 women, 20 men)
701+	62	(40 women, 22 men)

THE GIFTS SHOULD BE LIGHTWEIGHT AND SMALL. IF IT IS NECESSARY TO MAIL THE GIFTS, THIS WILL HELP SAVE ON POSTAGE.

SOME GIFT SUGGESTIONS:

WOMEN & TEENAGE GIRLS: Gloves/hat and/or scarf sets, cameras, blankets, watches, kitchen towels, sweatshirts (large and extra large), small **FOLDING** umbrellas, wallets (leather), jewelry sets, radios, Walkman, pen and pencil sets.

MEN & TEENAGE BOYS: T-shirts, sweatshirts (sizes large, extra large, and 2X), flashlights, cameras, winter gloves/hat and/or scarf sets, wallets (leather), watches, radios, Walkman, travel sets (plastic containers only)

SOME IMPORTANT DO'S AND DON'TS

- DO**
1. Do be on time, both in sending your gifts and reporting to work at the Gift Shop.
 2. Do be sure you list the retail value of the gifts donated.

- DON'T**
1. Do not send glassware or breakables, such as colognes, perfumes, and aftershave lotions.
 2. Do not send razors, scissors, pocket knives, or any sharp instruments.
 3. Do not send articles valued at less than \$7.00.
 4. Do not send candy, house slippers, pajamas or nightgowns, any women's clothing (except for sweatshirts), puzzles, books, stationary, purses, handkerchiefs, and NO GIFT BOXES.
 5. Christmas decorations are discouraged.
 6. Consider size and weight when selecting items (costly to mail).

Purchase of these gifts is the responsibility of the UNIT. However, in an **EMERGENCY** situation only, if a Unit is unable to shop, the Hospital Representative will shop for you, **PROVIDING** funds are sent to Department by **OCTOBER 15**. ALL MONIES ARE TO GO TO DEPARTMENT CLEARLY MARKED FOR THE GRAND RAPIDS HOME FOR VETERANS CHRISTMAS GIFT SHOP.

GIFT SHOP HOURS ARE 8:30 A.M. TO 3:00 P.M.

Workers are asked to specify which day(s) they can work and give that information to Sarah Brooks by phone or mail (home address and phone listed below) no later than NOVEMBER 25. Please arrive at the Home by 8:00 A.M. Your help can be used anytime that is convenient for you. However, help is especially needed on Wednesday and Thursday.

Sarah Brooks, Hospital Representative
Grand Rapids Home for Veterans
701 Prince St. S.E.
Grand Rapids, MI 49507-1241
Phone: (616) 243-3520