



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 Chairman

RE: GIFT SHOP – IRON MOUNTAIN V.A. MEDICAL CENTER

DISTRICT CHAIRMAN: It is your responsibility to sign up workers.

2009 GIFT SHOP SCHEDULE: Tuesday, December 8, 2009

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

Shirley Cuyler, Hospital Representative
Iron Mountain V.A.M.C.
P.O. Box 281
Iron Mountain, MI 49801



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IRON MOUNTAIN V.A. MEDICAL CENTER- GIFT SHOP

TO: Unit VA & R Chairmen

DATE: October, 2009

TO: Rehabilitation Chairmen in the following Units:

Ironwood #5	Iron Mountain #50	Hermansville #340
Wakefield #11	Crystal Falls #87	Bark River #438
Iron River #17	Rockland #92	White Pine #462
Stambaugh #21	Gladstone #115	Carney #487
Bessemer #27	Menominee #146	Trout Creek #494
Ewen #41	Channing #168	
Stephenson #43	Powers #244	

DATE : Tuesday, December 8, 2009

WORKERS: Upper Peninsula Association of Auxiliaries on **December 8th**. Contact your District Rehabilitation Chairman early for assignment. Workers must be at the hospital at 9:00 a.m. on the day. Work day will end at 4:00 p.m. 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 designated Units in the Upper Peninsula Association of Auxiliaries (UPAA). Must be delivered to the hospital no later than **November 15, 2009**. NO WEEKEND DELIVERIES. When delivering personally, please SEAL BOX as if you were mailing. Gifts will be opened and stored for Gift Shop as they come in to V.A.M.C.

ADDRESS BOXES TO: Iron Mountain V.A. Medical Center
Attn: American Legion Auxiliary
C/O Shirley Cuyler, Representative
Iron Mountain, MI 49801

Purchase of these gifts is the UNIT'S responsibility.

Each Unit is to supply the following gifts at a value of between \$7 - \$10 each.

PLEASE FOLLOW THIS SHOPPING LIST:

Units of	Gifts	Type:
10-25	10	3 Women; 5 Men; 1 boy ages 6-10, 1 girl ages 4-10
26-50	12	3 Women; 1 Girl ages 4-10; 5 Men & 1 Teen Boy; 1 Boys ages 6-10
51-75	14	6 Women, 1 Teen Girls; 5 Men & 2 Teen Boys;
76-100	16	6 Women & 2 Teen Girls; 5 Men & 3 Teen Boys
101-125	18	7 Women; 2 Teen Girls; 7 Men; & 2 Teen Boys
126-150	20	9 Women; 1 Teen Girls; 9 Men & 1 Teen Boys;
151-175	22	10 Women; 1 Teen Girls; 10 Men & 1 Teen Boys
176-225	24	9 Women and 3 Teen Girls; 9 Men and 3 Teen Boys;
226-275	28	12 Women; 2 Teen Girls; 12 Men; 2 Teen Boys;

LADIES & TEENAGE GIRLS: Sweaters, slippers stretch gloves, billfolds (leather), towel sets, bathroom sets, jewelry, pajamas, robes (m-l-xl-xxl), nightgowns, (m-l-xl-xxl) and blankets.

MEN & TEENAGE BOYS: Stretch gloves, billfolds (leather), sweaters, pocket t-shirts, shirts (mainly flannel shirts) (l-xl-xxl), pajamas (l-xl-4X)

CHILDREN: Small stuffed toys, small dressed dolls, shirts, sweaters (m-l), sport shirts, sweatshirts, games, pajamas, stretch gloves, Matchbox cars. PLEASE NO LARGE SIZED GAMES OR HEAVY TOYS. NO BABY THINGS.

DO'S

1. DO choose as many UNSIZED gifts as possible.
2. DO send small gift enclosure cards.
3. DO be on time, both in sending your gifts and in reporting to work at the Gift Shop.
4. DO BE SURE YOU LIST VALUATION OF GIFTS DONATED.
5. Units may send gift bags and name tags.

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DON'TS

1. DO NOT send glassware or breakables, such as colognes, perfumes or aftershave lotions.
2. DO NOT count articles costing less than \$5.00 as one gift
3. DO NOT send soiled or broken articles.
4. DO NOT send women's personal underwear, except nighties or robes.
5. DO NOT send candy.
6. DO NOT put gifts, such as clothing, in boxes
7. Don't send gift wrap or gift 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.

ENCLOSE ONE SELF-ADDRESSED POST CARD WITH YOUR GIFTS FOR ACKNOWLEDGEMENT from the Hospital Representative.

It is preferred your Unit send gifts, but if you are unable to shop for gift shop items and wish 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 WHICH MEDICAL CENTER YOUR GIFT SHOP MONEY IS TO BE FORWARDED TO.

DO NOT SEND MONEY TO THE HOSPITAL REPRESENTATIVE.

Shirley Cuyler, Iron Mountain V.A.M.C.
 PO Box 281
 Iron Mountain, MI 49801
 (906)246-3395