

# American Legion Auxiliary Department of Michigan

212 N. Verlinden, Suite B - Lansing, MI 48915

(517) 267-8809, Ext 21

## SAGINAW V.A. MEDICAL CENTER - GIFT SHOP

TO: Unit Rehabilitation Chairman

DATE: October, 2009

### IMPORTANT -- PLEASE READ ENTIRE BULLETIN

**DATES:** Wednesday, December 2 and Thursday, December 3, 2009

**WORKERS:** From the 8th and 10th Districts.

Contact your District Rehabilitation Chairman early for assignment date. Workers must be at the hospital at 9:00 a. m. on the date promised. 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 units in the 8th and 10th Districts. Please try to select gifts that can be used for men, women and boys/girls. Must be delivered to the hospital no later than November 15, 2009. NO WEEKEND DELIVERIES. When delivering personally, please SEAL BOX as if for mailing.

ADDRESS BOXES TO: Saginaw VA. Hospital  
American Legion Auxiliary Gift Shop  
1500 Weiss Street  
Saginaw, MI 48602

Purchase of these gifts is the UNIT's responsibility. Each Unit is to supply the following gifts. Each gift should be valued at between \$7 and \$10. PLEASE FOLLOW THIS SHOPPING LIST.

<u>Membership</u>		<u>Suggested Gift Number</u>	<u>Membership</u>		<u>Suggested Gift Number</u>
10-25	10	2 women, 4 men, 2 girls 10-14, 2 boys 6-10	151-175	22	10 women, 12 men
26-50	12	3 women, 5 men, 2 girls 6-14, 2 boys 10-14	176-225	24	12 women, 12 men
51-75	14	3 women, 5 men, 3 girls 10-14, 3 boys 10-14	226-275	28	10 women/teenagers, 18 men
76-100	16	3 women, 7 men, 3 girls 10-14, 3 boys 10-14	276-325	32	15 women/teenagers, 17 men
101-125	18	3 women, 10 men, 3 girls 6-14, 2 boys 10-14	326-375	36	18 women/teenagers, 18 men
126-150	20	5 women, 10 men, 3 girls 6-14, 2 boys 10-14	376-425	38	20 women/teenagers, 18 men

Please select a variety of items. Gifts that can be used by either a man or a woman or a boy or girl are preferred. (Suggestion: fanny packs, big and small stuffed animals) These gifts should be lightweight and small. If it is necessary to mail the gifts, the postage or UPS charges will be less expensive.

**LADIES & TEENAGE GIRLS:** Sweaters, (L-XL-XXL), stretch gloves, towel sets, kitchen sets, jewelry, organizers, robes, pajamas, nightgowns, (L-XL-XXL), blankets, jewelry boxes, calculators, tops (L-XL-XXL), video games and sport balls, clocks and watches, patriotic items and stuffed animals.

**MEN & TEENAGE BOYS:** NO ALCOHOL. Cosmetics (in plastic containers), stretch gloves, pen and pencil sets,

jackets (M-I-XI-XXI), billfolds (leather), pajamas (M-I-XI-XXI-3X), video games & sport balls, clocks and watches, and patriotic items, sweat suits (bottoms & tops) video games, jackets (quilted), quilted shirts, rubber sole slippers.

## DO'S

1. DO send big bags, shoe boxes & glove boxes .
2. DO be on TIME, in sending your gifts and in reporting for work at the Gift Shop.
3. DO choose as many UNSIZED gifts as possible.
4. DO be sure you list valuation of each if the gifts donated. Please put total on sheet
5. DO send a blank card for an acknowledgement.
6. DO send a blank card for an acknowledgement.

## DON'Ts

1. DO NOT SEND PRODUCTS CONTAINING ALCOHOL
2. DO NOT send glassware or breakables, such as colognes, perfumes and aftershave lotions.
3. DO NOT send razors, scissors or any sharp instruments.
4. DO NOT count articles costing less than \$7.00 as one gift.
5. DO NOT send soiled or broken articles.
6. DO NOT send women's personal underwear, with the exception of nighties or robes
7. DO NOT send wrapping paper, ribbons, etc.
8. DO NOT send candy.
9. DO NOT send tissue boxes.
10. DO NOT send packaged dish cloths or aprons
11. DO NOT send Avon items.
12. DO NOT send girls purses.
13. DO NOT send any used items.

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: Put in the shipping carton.  
YELLOW copy: Send to District Rehabilitation Chairman.  
PINK COPY: Unit Files

Representatives needs white shipping sheet if you send gifts to Sarah Brooks at Grand Rapids or Bonnie Holt at Saginaw. 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.

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 15th, 2008 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 WHICH MEDICAL CENTER YOUR GIFT SHOP MONEY IS TO BE FORWARDED TO:

Bonnie Holt, Saginaw V.A Rep.  
598 Pilgrim Dr E  
Saginaw, MI 48638  
(989) 790-5028

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OCTOBER, 2009

TO: District Rehabilitation Chairmen

RE: GIFT SHOP - SAGINAW 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:

	8 <sup>th</sup> District	10 <sup>th</sup> District
Wednesday December 2, 2009	5 Workers	5 Workers
Thursday December 3, 2009	5 Workers	5 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.

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