



CHRISTMAS SHOPPE IMPORTANT DATES 2019

SEPTEMBER		
9/01	Sunday	Confirm Shoppe Leadership
9/15	Sunday	Solicit Donations from Toy Stores and Businesses
TBD	TBD	Shoppe Chair Dinner <i>All Chairs/ Key Leaders mandatory</i>
OCTOBER		
10/07	Monday	Inform ACTION of Agencies list (and who we can refer to)
10/18	Friday	Deadline: Submit Volunteer Shifts and needs to ACTION
10/21	Monday	Inform ACTION if PODs are needed
10/28	Monday	Confirm Toy Box Locations with local businesses and agencies
10/31	Thursday	Confirm Shoppe layout
NOVEMBER		
11/01 - 11/07	First Week	Place Toy Collection Boxes
11/01 - 11/07	First Week	Distribute invitations to organizations
11/11	Monday	Deadline: Inform ACTION of Box Placement (for our website map)
TBD	Wednesday	Waffle Wednesday <i>All Chairs/ Key Leaders mandatory</i>
11/28	Thursday	Thanksgiving
DECEMBER		
12/05	Thursday	Deadline: Submit churches/ organizations involved list to ACTION
12/06	Friday	Deadline: Submit wristband and dot orders to ACTION
12/09 – 12/13	Week of	Deadline: Toy Box Collection
12/12	Thursday	Print directions and Point Color Code signs for rooms
12/11 – 12/13	Wednesday	Toy sort and tag (pre-shoppe)
12/13	Friday	Final walk through (optional but recommended)
12/18	Wednesday	Deadline: Submit numbers and stats from Shoppe to ACTION
JANUARY		
01/07 – 01/14	Second Week	Schedule a Shoppe Debrief with ACTION!

We kindly ask that you adhere to these deadlines in bold.

All other dates are flexible, depending on what works best for your shoppe and leadership.

