



CHRISTMAS SHOPPE LEADERSHIP PLANNER

SEPTEMBER

<i>Date</i>	<i>Activity</i>	<i>Leader(s) Involved</i>	<i>Completed</i>
	Create Leadership Team and inform them of Important Dates *	Shoppe Chair	
	First meeting with Leadership Team	All	
	Create and set calendar for leadership meetings	Chair / All	
	Acquire updated promotional materials from ACTION	Chair/Key Leaders	
	Recruit church Involvement	Church Liaison	
	Ask local businesses, churches and coffee shops to host a toy box collection	Business Liaison/ Toy Box Collection Leader	
	Attend ACTION Christmas Shoppe Dinner *	Chair/ Key Leaders	
	Begin to solicit donations from local businesses	Business Liaison	

OCTOBER

<i>Date</i>	<i>Activity</i>	<i>Leader(s) Involved</i>	<i>Completed</i>
	Monthly Leadership Meeting	All	
	Confirm musical entertainment	Entertainment Leader	
	Edit / finalize agencies receiving invites list*	Chair	
	Submit Volunteer needs and shift times to ACTION *	Volunteer Coordinator	
	Confirm toy box locations *	Toy Box Collection Leader	
	Distribute toy boxes at locations *	All	
	Shoppe walk -through with ACTION	Chair/ Facility Liaison/ All	
	Confirm shoppe layout *	Chair/ Facility Liaison	
	Promote volunteer sign ups and church participation	Church Liaison	
	Solicit donations from local businesses	Business Liaison	

NOVEMBER

<i>Date</i>	<i>Activity</i>	<i>Leader(s) Involved</i>	<i>Completed</i>
	Monthly Leadership Meeting	All	
	Distribute invitations to social service agencies, churches, and schools *	Chair	
	Calls to organizations where invites where placed, confirm status	Chair	
	Second Monthly Leadership Meeting	All	
	Attend Waffle Wednesday *	Chair, one or two other leaders	
	Wristband count and place order w/ ACTION *	Chair	
	Estimate toy total and place dot order w/ ACTION*	Toy Box Collection Leader	
	Solicit donations from local businesses	Business Liaison	
	Promote volunteer sign ups and church participation	Church Liaison	

DECEMBER

<i>Date</i>	<i>Activity</i>	<i>Leader(s) Involved</i>	<i>Completed</i>
	Monthly Leadership Meeting	All	
	Print signs and directions for shoppe	Chair/ Facility Liaison	
	Finalize churches and organizations involved list for ACTION*	Chair	
	Collect all toy boxes *	Toy Box Collection Leader	
	Toys tagged and sorted (pre-shoppe) *	All plus volunteers	
	Christmas Shoppe! *	All	
	Send shoppe stats to ACTION	Chair	

**Please see Important Dates and Deadlines Handout*