

COMMUNITY CHRISTMAS SHOPPE

POWERED BY ACTION **VC**

DECEMBER 3RD, 10TH & 17TH

*Care for families in
need by providing
toys for Christmas!
Donate new gifts
for ages 0-17 by
Dec. 15th*

WWW.ACTIONVC.ORG
ACTION@ACTIONVC.ORG
(805) 987-0300
TAX ID #20-3883656



Community Christmas Shoppe

What is Community Christmas Shoppe?

Community Christmas Shoppe serves under-resourced families in Ventura County by providing toys for Christmas at no cost!

How is the Community Christmas Shoppe facilitated?

ACTION VC partners with local social service agencies, such as Lutheran Social Services and Interface, to find families otherwise unable to afford Christmas presents for their children. We then invite them to attend a local Community Christmas Shoppe and choose toys for their family at no personal cost. Eligibility to attend a shoppe is based on financial and physical needs. Christmas Shoppe is set up like a holiday gift boutique; guests come and choose new toys, games, sporting goods, electronics, and clothes at no cost to them. Childcare is also provided while parents shop! Festivities vary at each location, but most include photos with Santa, entertainment, hospitality, and gift wrapping.

Throughout the month of November and early December, we collect NEW toys and gifts for children ages 0-17 in schools, churches and businesses. Find a toy collection site near you at on our website!

What are some of the Community Christmas Shoppe opportunities?

LEAD - Join a Leadership Team for one of the Shoppes.

PREP - Help in the ACTION VC office! Answer calls, translate documents, etc.

HOST - Host a toy collection box at your church, work, or school. Items must be new, unwrapped and for ages 0-17. All donations are tax-deductible!

VOLUNTEER - Sign-up to volunteer online at actionvc.org starting November 1st!

DONATE- Fund the needed resources or sponsor a child at the Shoppe!



ACTION VC

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ACTION is a 501(c)(3) non-profit organization incorporated in 2006. Tax ID #20-3883656



Community Christmas Shoppe Chair Guide

Overview

A Christmas Shoppe Chairperson(s) oversees the overall planning and organization of a Christmas Shoppe and offers input and support to the Steering Team. The purpose of the Chairperson is not to control, but to guide. That said, the true success of a Christmas Shoppe depends on teamwork. It requires far more effort than one person to organize and implement the Christmas Shoppe experience of planning, meeting and completing tasks. Working as a team creates a spiritual and emotional support network for the volunteers who are leading a Christmas Shoppe. The role of a Chairperson(s) is to provide clear expectations for the Steering Team leaders while encouraging resourcefulness and creativity. Every Shoppe needs a Chair (or two!) who is responsible for pulling the variety of ideas and plans together.

Leading the Steering Committee

The Steering Committee is comprised of a core group of individuals who assume a leadership role in planning and managing a Christmas Shoppe. These leaders have the opportunity to become involved in a fun and dynamic Christian organization that is mobilizing positive change in the community. They also have the opportunity to build networks within the local community and with regional and national organizations. Steering Committee members also have opportunities to foster meaningful and lasting relationships with a diverse group of people.

Steering Committee Leaders head up their own Christmas Shoppe teams and help organize and direct volunteers. In the Christmas Shoppe Training Manual*, we go over each of these positions in detail. With everyone working together, success is easy!

A Shoppe Chair Demonstrates...

- An accurate and thorough understanding of ACTION VC's vision, both as it applies to the Christmas Shoppe and the other ACTION VC programs that take place throughout the year.
- An effective leadership style that is influential in nature, rather than authoritative.
- Organization when it comes to deadlines and planning.
- Strategic thinking to identify expectations and guidelines.
- An ability to identify strengths in others and encourage people to develop their own talents.
- Warmth, friendliness and a desire to reach out to others through sensitivity and supportiveness.
- Effective communication, both one-on-one and in front of a group.

Responsibilities

- **Recruit Steering Committee and Supplementary Leaders***. Reach out to past team leaders for each role and/or identify volunteers who may be interested in becoming a leader. *All leaders must be 18+.*
- **Contact churches** who have participated in the past. Recruit churches who want to participate. Appoint a Church Liaison, who finds the point of contact for that church. Keep a spreadsheet of churches contacted so as not to duplicate efforts.
- **Hold Steering Team Monthly Meetings**. Keep leaders on schedule in the planning of your shoppe.
- **Set a calendar/timeline** for Team Leader meetings with the Steering Committee. (Use Leadership Planner* and Important Dates Handout*)
- **Distribute** all promo materials* including tri-fold brochure, invitations, etc. If you would like to use a promotional item from another year or create one of your own, please submit it to ACTION@actionvc.org beforehand in order to make sure logos, format and wordage are up to date!
- **Utilize the Volunteer Sign Ups** on the ACTION webpage to manage volunteers and collect sign-ups. You should have a volunteer coordinator on your steering team who will oversee and manage this online system for you.
- **Complete Online Training**. As the Chair, you will need to complete all modules of the training, so that you have the overall understanding of the entire Christmas Shoppe experience. This will help you learn everything you need to know about your role and will provide the tools needed to carry out your responsibilities. Read the online Training Manual*.

What to Consider In Planning

- Location, location, location – Is your Shoppe in a heavily populated community or small town?
- Whom will you be serving? Check with your local social service agencies that work with families/children to get a better feel for your community.
- Does your community have a large, low-income demographic? (for larger communities, consider partnering with additional churches and businesses.)
- If it is your first year as Chair, reach out to other Shoppe Chairs for tips and advice.
- Think about people you already know to fill in the missing spots on your Steering Committee.
- Remember, when planning a Christmas Shoppe, time is of the essence. Think of things preemptively to be ahead in your planning.
- **You as the leader set the example, so make it a good one.**

*For Christmas Shoppe Resources, please go to www.ACTIONvc.org/resources. Find out more at www.ACTIONvc.org





toy box collection guide

Every year, churches, businesses, and schools around the community host toy box collection drives for their local Community Christmas Shoppes. Items collected include new and unwrapped toys, games, sporting goods, arts and craft supplies, clothing and electronics. We serve children of all ages, so a variety of gifts are needed!

resources needed:

- Community Christmas Shoppe Collection Box
- Community Christmas Shoppe 11 x 17 Poster or Toy Drop-Off Poster
- Community Christmas Shoppe Half sheet flyer

toy box collection set up:

- Acquire a Toy Box from ACTION VC or your local Shoppe Leader the last week of October.
- Place the box in a well-trafficked area (lobby/sanctuary/auditorium) the first week in November.
- Use the Toy Drop Off Poster or Christmas Shoppe Poster to promote the toy collection.
- Hang the poster in a noticeable place or attach it to the Toy Box.
- Attach a Half Sheet Flyer to Toy Box (optional: have copies to give out).
- Promote, promote, promote! Remind members/staff/students that the Toy Collection is happening the whole month of November.

optional!

- Start an office/classroom competition to see who can bring in the most toys!

The last day of the Toy Drive is **December 15th**. Some Shoppes will pick up earlier. Coordinate the pick-up date with your Shoppe Leader or ACTION VC Representative!





gift ideas

Community Christmas Shoppe provides an opportunity for families in need to select Christmas gifts for their children at no cost. To ensure that we can provide toys for 6,000 children across Ventura County, we are collecting NEW and unwrapped gifts by December 8th or 15th! Drop-off boxes are located in church lobbies, local businesses, and the ACTION VC office. Visit our [Amazon Wish List](#) to donate and ship in a toy!

GIFT IDEAS! DROP OFF BY DEC 8 & 15

AGE 0-3

- | | | |
|----------------------|-------------------|--------------------|
| Activity Blocks | Plastic Tool Sets | Sesame Street Toys |
| Baby Dolls | Playskool Toys | Sorting Toys |
| Bob The Builder Toys | Riding/Push Toys | Train Sets |
| Fisher Price Toys | Wood Puzzles | Play Food & Dishes |
| Memory Games | Rocking Horses | Shopping Carts |
| Musical Toys | Sensory Toys | Wagons |

AGE 4-7

- | | | |
|--------------------|--------------|-------------------------|
| Dolls | Play Dishes | Musical Toys |
| Arts & Crafts Kits | Doll Houses | Memory Games |
| Baseball Gloves | Soccer Balls | Roller Blades w/ Helmet |
| Board Games | Hot Wheels | Bikes w/ Helmet |
| Construction Toys | Lego Sets | Scooters w/ Helmet |
| Tonka Trucks | Lincoln Logs | Wrist/Knee/Elbow Pads |

AGE 8-12

- | | | |
|---------------------|----------------------|-------------------------|
| Books | Construction Toys | Electronic Games |
| Musical Instruments | Models (Cars/Planes) | Sports Equipment |
| Arts & Crafts Kits | Remote Control Cars | Skateboards w/ Helmet |
| Board Games | Backpacks | Scooters w/ Helmet |
| Game Boys & Games | Science Toys | Roller Blades w/ Helmet |
| Music Players | Legos | Wrist/Knee/Elbow Pads |

TEENS

- | | | |
|------------------|------------------|--------------------------|
| Gift Cards | Jewelry | Backpacks/ Gym Bags |
| Movie Tickets | Clothing | Duffle Bags |
| Books/Journals | Nail Polish Sets | Wallets/Purses |
| Art Supplies | Music Players | Roller Blades w/ Helmet |
| Sports Equipment | Airpods/Beats | Bikes w/ Helmet |
| Board Games | Adult Watches | Polaroid Cameras w/ Film |



2022

Dear Community Partner,

Allow me to introduce ACTION VC, a local 501c(3) nonprofit that mobilizes volunteers across Ventura County to strengthen their communities through everyday acts of service. For the 18th year, we will hold Community Christmas Shoppes in multiple locations throughout Ventura County to provide families in need with toys for Christmas.

This year, we are hosting 6 Community Christmas Shoppes on **Saturday, December 3rd, 10th and 17th**. This event will connect with hundreds of under-resourced families from across Ventura County. The holiday spirit comes alive as volunteers and organizations work together to affirm the value and dignity of each person served at the Christmas Shoppe. Volunteers provide caring support and listening ears for those struggling with hard times. Others provide personal shopping assistance, allowing parents to select gifts tailored to their children's needs and wishes. Children enjoy crafts, treats, and photos with Santa. It is a beautiful and heart-warming event for everyone involved, and truly makes an impact in our community. And out of care for our community, this Christmas Shoppe will take place in compliance with COVID-19 regulations set by the state and the CDC.

We are writing to ask if your organization would consider sponsoring your local Christmas Shoppe this holiday season by providing a financial donation. By sponsoring, you can help us reach our goal of providing toys to over 5,000 children in need. All donations are tax-deductible with our Tax ID: 20-3883656. To arrange a donation, or to learn more about ACTION VC and Community Christmas Shoppe, please contact us or visit our website at www.actionvc.org.

Thank you in advance for your support and for being a part of this wonderful event!

Sincerely,

Community Christmas Shoppe Representative
Zarisbeth.soto@actionvc.org

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2022

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Community Christmas Shoppe is a holiday tradition in Ventura County. This event serves under-resourced families by providing toys for Christmas! We partner with local social service agencies, such as Lutheran Social Services and Interface, to find families otherwise unable to afford Christmas presents for their children. We invite them to attend our Community Christmas Shoppe and select toys for their family at no personal cost. Additionally, it's a fun and festive event with entertainment and crafts for the kids, music, refreshments, pictures with Santa, gift wrapping and lots of caring volunteers to make everyone feel welcome.

We are asking if your organization would consider partnering with ACTION VC this year to make our local Community Christmas Shoppe a success. We are collecting new, unwrapped toys for hundreds of families across Ventura County. **By hosting a toy collection box, you can help us reach our goal of providing toys to over 5,000 children in need.** The box will be delivered the first week of November and picked up by December 8th. If you need toys picked up before that date, please call the ACTION VC Office at (805) 987-0300.

Sincerely,

Community Christmas Shoppe Representative
Zarisbeth.soto@actionvc.org

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2022

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Your organization can partner with us this year to support our local Christmas Shoppe in many ways. You could host a toy collection box at your building or ask members of your congregation to consider hosting a collection box in their place of work. We accept donations of new toys, sporting goods, bicycles, electronics, and gift cards. Toy boxes will be collected by December 1st, 8th and 15th.

Individuals of your organization can also serve by being volunteers! As “personal shoppers,” they can assist families in selecting toys that fit their child’s needs and wishes. Other volunteers offer hospitality and care to the families, making connections as they serve food, wrap gifts, and lead the kids in games and crafts. No matter what position of service, volunteers affirm the value and dignity of each person served. They demonstrate God’s love by connecting with and caring for those who are struggling with hard times. And out of care for our community, this Christmas Shoppe will take place in compliance with COVID-19 regulations set by the state and the CDC.

Please join us to support our local Christmas Shoppe. Feel free to contact us at any time, or visit our website at www.actionvc.org.

Thank you in advance for your support!

Community Christmas Shoppe Representative
Zarisbeth.soto@actionvc.org

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Christmas Shoppe Sponsorship

ARE YOU A PART OF A BUSINESS OR ORGANIZATION THAT WANTS TO MAKE AN MAJOR IMPACT IN VENTURA COUNTY?

↪ *sponsor your local christmas shoppe!*

The ACTION VC Community Christmas Shoppe serves 2,000 under-resourced families each year by providing toys for Christmas. Families are invited to attend a Shoppe through their church, school, or social service agency, and can select toys for their children at no personal cost! By supporting your local Community Christmas Shoppe, you will provide the needed toys, crafts, food and beverages that make our program a fun and festive event for the whole family!

ARCANGEL SPONSOR	Gold Star package + tailored service day for your group
GOLD STAR SPONSOR	Silver Bell package + individually crafted social media post
SILVER BELL SPONSOR	Holly Jolly package + round up thank you on social media
HOLLY JOLLY SPONSOR	Logo on website + promotion at the sponsored shoppe

YES! I WOULD LOVE TO SPONSOR CHRISTMAS SHOPPE AS A:

- ♥ **ARCANGEL SPONSOR \$5,000+**
- ♥ **GOLD STAR SPONSOR \$2,500+**
- ♥ **SILVER BELL SPONSOR \$1,500+**
- ♥ **HOLLY JOLLY SPONSOR \$500+**

Shoppe to Sponsor: _____

Organization Name: _____ Contact: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

♥ Credit Card ♥ Check

Name on Card: _____

Credit Card Number: _____

CVV: _____ Exp Date: _____

Any funds remaining after this event will be used to further ACTION VC's mission of serving the vulnerable in our communities.