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Assisting law enforcement officers in helping children in need experience the joy of Christmas.

CHRISTMAS CRUSADE FOR CHILDREN POLICIES / PROCEDURES

**Deviation from these policies/procedures could result in a child not receiving a much needed gift and your agency being removed from the program.*

Nomination of children into the program must be through personal knowledge of a law enforcement officer or as a result of an on-duty law enforcement action.

Children will be entered into the system by the nominating officer or the officer's designee. Non-officers are permitted to enter children only under the direct supervision of the nominating officer.

No gifts will be guaranteed to be at Headquarters prior to December 20th. Gifts that have not been dropped off by this date may be replaced by special request of the Toy Room.

The Toy Room should not be used for filling requests without specific permission from a member of the Christmas Crusade Board, Elected Officer or their designee/employee. The Toy Room is only open for storage of gifts dropped off for unspecified children. **Toys must not leave the toy room without authorization.**

Gifts that arrive at the station that are not donated for a specific child are to be stored in the Toy Room as soon as reasonably possible. Any distribution of these gifts must be approved by the Christmas Crusade Board, Elected Officer or their designee/employee.

Non-officers are permitted to assist with the phone bank and gift reception area only under the direction of an officer. Officers are asked to limit the number of guests accompanying them to the radio station to two. It is preferred that officers are in uniform on their department's assigned day. All officers working at the station must wear some type of identifiable clothing (polo shirts, golf shirts, sweatshirts with department logos, etc.)

No toys will be distributed until the child's pertinent information has been entered into the computer system.

No gifts will be released without the nominating officer or another officer from the nominating officer's agency present. Non-officers may assist with the loading of gift bags.

When nominating children, officers are encouraged to suggest inexpensive age appropriate gifts such as clothing, educational toys, etc. This is in no way intended to restrict a child's wish list, but the officer should be aware that the crusade has very limited financial resources and is unable to provide expensive gifts such as X-Boxes, stereos, etc.

When a sponsor brings in gift(s), the gift(s) are to be "bagged and tagged" as soon as reasonably possible and placed in the area designated for the nominating officer's agency.

"Sifting" through piles belonging to other agencies is strictly prohibited.

Shopping day is intended for sworn police officers, their families, and volunteers. To maintain the integrity of the event, non-police shoppers must be accompanied by a uniformed officer/deputy or trooper.

*Agencies wishing to benefit from the program must be involved in the work of the program. This includes assisting at the radio station, helping with shopping day, and having a representative at scheduled group meetings.

If you have any questions or concerns, please contact one of the board members.