



CHRISTMAS SHOPPE LEADERSHIP PLANNER

SEPTEMBER			
Date	Activity	Leader(s) Involved	Completed
	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	
	Begin to solicit donations from local businesses	Business Liaison	
	Announce CS to church body for volunteers	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	
OCTOBER			
Date	Activity	Leader(s) Involved	Completed
	Monthly Leadership Meeting	All	
	Confirm Musical Entertainment *	Entertainment Leader	
	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 in the community	Church Liaison	

	Solicit donations from local businesses	Business Liaison	

NOVEMBER

Date	Activity	Leader(s) Involved	Completed
	Distribute invitations to social service agencies, churches, and schools *	Chair	
	Monthly Leadership Meeting	All	
	Invitation RSVP Deadline	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 acquire dots from ACTION	Chair / Toy Box Collection Leader	
	Solicit donations from local businesses	Business Liaison	
	Promote volunteer sign ups and church participation in the community	Church Liaison	



DECEMBER			
Date	Activity	Leader(s) Involved	Completed
	Monthly Leadership Meeting	All	
	Print signs and directions for Shoppe	Chair/ Facility Liaison	
	Collect all Toy Boxes *	Toy Box Collection Leader/ ALL	
	Toys Tagged and Sorted (Pre-Shoppe) *	ALL plus volunteers	
	Christmas Shoppe *	All	

*Please see Important Dates and Handout

