



Thank you for helping us bring some Christmas magic to families in need, by taking part in Auckland's Angels.

We know this will be a particularly hard Christmas for many Aucklanders and your generous support will help provide Christmas gifts and food parcels to families who would otherwise go without.

With so much uncertainty about when we'll be able to get together again in our workplaces and communities, we've got some new options for taking part in Auckland's Angels this year:

If your workplace is open next month or you can arrange an accessible collection point where donations can be dropped off safely:

- **Please collect food and gifts as normal.**

For people who are working from home or if your organisation is unable to meet up in person:

- **Encourage people to get involved by ordering gifts online for delivery direct to the Mission's Distribution Centre**
- **Set up an Auckland's Angels online donation page for your organisation, where people can make a secure donation to help the Mission buy Christmas gifts for Aucklanders in need.**

Depending on the situation, you may want to offer all three options in your organisation, or you might decide that only one is suitable. However you choose to take part in Auckland's Angels this year, we encourage you to start as soon as possible, so we have enough time to sort and pack the food and gifts ready for distribution from early December.

If you have any questions about Auckland's Angels, please call us on **027 5596704** or email **aucklandangels@aucklandcitymission.org.nz**.

In this guide ...

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Collecting food & gifts

It's easy to run a Christmas food and gift drive:

- **Choose your collection dates.** Because we start distributing Christmas gifts and food parcels in early December, we encourage you to start your collection as soon as possible, so we have enough time to sort and pack the food and gifts.
- **Promote your collection** in your organisation or in your community. See page 5 for promotion ideas and a sample email.
- **Set up your collection point.** We don't provide boxes, but you can pick up empty cardboard boxes from your local supermarket. The size of a banana box or smaller is recommended. *Please remember, if you can't lift it, neither can we!*
- **Pick up:** one of our drivers can come and pick up your collection if we are in Level 3 or under. Our drivers will be picking up Christmas collections in the last two weeks of November. If you have requested a pick up, one of the Mission team member will be in touch to arrange a suitable time. Alternatively, you can drop off your collection at our Distribution Centre until December 10.

With all the uncertainty about alert levels, we will be in touch in early November with everyone who has registered an Auckland's Angels collection to confirm all the details and dates for the safe drop off and pick up of your collections.

Ordering gifts online

If some of your team are working from home or if your organisation is unable to meet up in person, you can encourage them to get involved by ordering gifts online for delivery direct to our Distribution Centre - address below. **Please mark all gifts for the attention of Auckland's Angels.**



Our Distribution Centre

Auckland City Mission Distribution Centre
15 Auburn Street,
Grafton 1023
Level 2 hours: Monday - Saturday 9am-3pm

What should we give?



Food Parcel Items

Below is a list of non-perishable items that go into Mission food parcels at Christmas time:

- Tinned vegetables, such as tomatoes, corn, peas or beans
- Tinned soup
- Baked beans and tinned spaghetti
- Tinned fruit
- Tinned meat and fish
- Pasta sauce, pasta and rice
- Breakfast cereal and muesli bars
- Spreads, such as jam, peanut butter or honey
- Flour and sugar
- Christmas treats, such as mince pies, biscuits and chocolate
- Baby food
- Nappies
- Toilet rolls
- Soap and shampoo
- Feminine hygiene products
- Deodorant

Gift Ideas

Donations of **new, unwrapped** gifts for children and teenagers are hugely appreciated. Please do not gift clothes as it is difficult to allocate sizes. Here are a few popular gift ideas:

Infants

Rattles, night lights, bath toys, teething rings

Toddlers

Bath toys, puzzles, soft toys, Duplo, pull-along toys

Primary School

Puzzles, dress-ups, dolls/action figures, Lego, craft kits, toy cars, animal figurines

Teenagers

Sports ball, scarfs, hats, beach towels, toiletries, gift voucher or Prezzy card

Family/All Ages

Board games, books, stationery, reusable drink bottles, toiletries, gift voucher or Prezzy card

While gift donations should be left unwrapped, the Mission is always grateful for donations of tape and wrapping paper!

We suggest a budget of about \$10-\$20 per gift.

Can we donate good quality, used items for Christmas presents?

We can only accept **new** items for Christmas gifts. Quite often this is the only present a child is receiving, so we want to make sure they receive something that's just for them and not pre-loved.

Setting up

an online donations page

If your organisation would like to take part in Auckland's Angels but you are still working from home or unable to come together in person, you can set up an Auckland's Angels online donations page for your organisation.

In this way, anyone can contribute from the convenience of their own home by making a secure online donation. All Auckland's Angels donations will be used by the Mission to provide gifts for families who would otherwise go without this Christmas, and you will be able to see your combined contribution on your page.

- Set up an Auckland's Angels page for your organisation at **<https://auckland-city-mission.grassrootz.com/auckland-s-angels>**

You can customise your page by adding your organisation's name and logo and editing the text about why you are supporting the Mission this Christmas.

- Share the link to your page by email, in your e-newsletter, or on social and encourage people in your organisation to support if they can.

All donations over \$5 will be automatically receipted.

Corporate matching

Your employer might want to make a contribution through your page, or even match all donations made by staff.

Get in touch with us to set up corporate matching on your page:

aucklandangels@aucklandcitymission.org.nz

Don't forget to send out a reminder to everyone a few days before your collection ends.



Promoting Auckland's Angels

Here are some suggestions for promoting Auckland's Angels:

- Tell people in your **online meetings**.
- Send an **email** or share in your organisation's **e-newsletters**. See suggested wording below.
- If you are on-site, you can use the downloadable **poster** on our website to promote Auckland's Angels.
- Share on **social media**. You can download an Auckland's Angels social tile from our website.
- Share on your organisation's **intranet**.

Sample Email

Be Someone's Angel this Christmas

This year, [your organisation] is helping the Auckland City Mission to bring some Christmas joy to Aucklanders who are struggling at this challenging time. If you're in a position to contribute, your support would be greatly appreciated.

Last year, with the help of organisations like ours, the Mission distributed around 30,000 gifts and 9,000 Christmas food parcels to families in our community, who would otherwise have gone without.

This will be another tough Christmas for many Aucklanders. If you would like to make a difference, here's how you can be someone's Angel this year:

- Donate **non-perishable food** and **new, unwrapped Christmas gifts** at [collection point] until [end date]. Suggested food donations include tinned vegetables, rice, spreads and Christmas treats. The Mission is collecting gifts for children of all ages (including teenagers) - books, sports equipment and board games are always gratefully received, as well as donations of wrapping paper. A budget of \$10-\$20 per gift is recommended.
- If you are unable to drop items off, how about ordering gifts online for delivery direct to the Mission. The delivery address is the Auckland City Mission Distribution Centre, 15 Auburn Street, Grafton, 1023. Please mark deliveries for the attention of Auckland's Angels.
- Alternatively, you can make a secure online donation to the Auckland's Angels campaign at [link to your Auckland's Angels online donation page]. All donations go directly to the Mission and will be used to buy gifts for families in need this Christmas. You will automatically receive a tax receipt for all donations over \$5.

Thank you for helping share the magic of Christmas this year!