

# Orphanage Emmanuel Christmas Instructions 2022



1. Make sure you know the child's full name, number, and correct sizes (2022 Size Chart available on OE Website). If you are unsure, please email the office ahead of time.
2. Fill your gift with age-appropriate items for your child. All items must be in sturdy boxes. No gift bags or bows unless they are enclosed in a sturdy box for shipping. All boxes must be completely filled to avoid damage during shipping (may use bubble wrap, newspaper, etc.). There are no size restrictions on the box, but be aware of weight. Try to keep your boxes under 40lbs; this helps with packing the container and moving items.
3. Wrap your gift with durable wrapping paper and it with your child's full name, child ID number. All boxes need to be labeled legibly with the **complete and correct name (no nicknames) and number** of its recipient. Otherwise, we cannot make sure they get their gift.
4. On the **outside** of the wrapped box, securely attach a complete legible inventory. You may **NOT** put any consumable items (food, snacks, candy) in the gifts. **Boxes that do not include an inventory or have food will not be shipped.** Any questions about the inventory you are more than welcome to email the office, Richard, or Ron.
5. Ship or drop off your gift to one of the two available container addresses. Please consider dropping off a shipping donation of \$10/box with your box to help cover container costs.



## CONTAINER INFORMATION

Orphanage Emmanuel c/o Richard Williford  
5111 Browntown Road  
Chattanooga, TN 37415  
Email: [rwilli321@bellsouth.net](mailto:rwilli321@bellsouth.net)  
Deadline: October 7, 2022

Orphanage Emmanuel c/o Ron and Sherri McCollum  
2008 Rockledge Circle  
Opelika, AL 36801  
Email: [smccollum@realtysouth.com](mailto:smccollum@realtysouth.com)  
Deadline: October 22, 2022

The deadlines mentioned above are firm, so they are able to organize and make the inventory list. You may send the items to the addresses above, or you may email them and set up a time to meet at the warehouse to drop off the presents. Please do not show up at the above addresses unannounced; they will not be able to attend to you. You must contact them first. We are **NOT** accepting any consumable products in **ANY** gift. If your gift contains food or candy, it will be removed and not sent.

**EXTRA DONATIONS OF WRAPPING PAPER, SCOTCH TAPE, PACKING TAPE, SCISSORS, PERMANENT MARKERS, POST IT NOTES, BOXES, AND OTHER WRAPPING SUPPLIES ARE ALWAYS APPRECIATED BY THE EMMANUEL CHRISTMAS TEAM!!!**

## GIFT IDEAS AND SUGGESTIONS

### TOYS:

Soccer balls, jump ropes, marbles, jacks, cars, dolls, Barbies, Frisbees, action figures, UNO or other card games, Legos, scooters, board games, puzzles, craft kits

### TOILETRIES:

Shampoo, conditioner, deodorant, toothpaste, toothbrushes, lotion, perfume, cologne, makeup, hair gel, soap, body wash

### CLOTHING:

Jeans, pants, skirts, dresses, tennis shoes, sandals, shirts, socks, underwear, bras, sweatshirts, athletic pants, pajamas

### OTHER:

Books, music or movies (age-appropriate and in Spanish), hair accessories, wristwatches, sheets, blankets, pillow, towels, jewelry, school supplies, journals, word search books, coloring books. For the babies: bottles, sippy cups, burp cloths, bibs

**PLEASE DO NOT SEND IPODS, GAMEBOYS, PHONES, OR OTHER VALUABLE ELECTRONICS WITHOUT PRIOR APPROVAL FROM THE OFFICE. PLEASE DO NOT SEND CASH OR CHECKS OF ANY KIND INSIDE GIFTS**

## ANONYMOUS GIFTS

- Anonymous gifts are crucial to Christmas at Emmanuel and are used to provide presents to children who arrive close to Christmas and children who are lacking presents. Anonymous gifts are greatly appreciated for all ages (baby to young adult) and genders
- The group of children most often lacking presents are the boys and girls 13+
- You can help in one of two ways:
  1. Send anonymous gift boxes marked with age and gender (ex: 12-14-year-old boy) with detailed inventory and sizes on box
  2. Send items that we can use to make anonymous gifts (ex: watches, jewelry, hygiene products, clothing, toys)

