



December 5, 2009

Recruiting Agency Information

Dear (Agency Name),

The Waterloo Jaycees would like to thank you for your help in identifying children to participate in the 2009 *Gift of Giving* event. As a recruiting agency, you have agreed to help us identify **20** at-risk youth to take shopping for Christmas or holiday gifts for their families on Saturday, December 5, 2009. Children should be enrolled in Kindergarten through 6th grade to participate in the event. Exceptions may be made, so please call your Jaycee contact, below, to discuss your situation.

As a recruiting agency, your role is to help identify qualified children, distribute the Participation Waiver to parents, and collect these forms from parents **before the event**. On the Participation Waiver, please complete the top portion, including to whom the parent should return the waiver and a due date for requested return of forms to your agency. Please return all Participation Waivers to your Jaycee contact by Friday, November 20, 2009. If you cannot meet this deadline due to extraordinary circumstances, please contact us to see if other arrangements can be made. Without exception, the Jaycees must have a waiver for each child prior to the morning of the event.

Children will experience the gift of giving by spending up to \$35.00 on gifts for their family at Blain's Farm & Fleet in Cedar Falls. There is no cost to participating children and families.

Parents or guardians are responsible for dropping children off at the United Auto Workers (UAW) Hall Local 838, 2615 Washington Street, Waterloo, between **6:15 and 6:30 a.m.** When children arrive at the UAW Hall, they will register at a check-in table. The Jaycees **MUST** have a signed Participation Waiver on file in order for a child to participate. In addition, each child must bring with them a completed Gift Suggestion List. Any child arriving **after 6:40 a.m. will NOT be allowed to participate**.

Children will ride school buses to Blain's Farm and Fleet to go shopping with a volunteer from 7:00 to 8:30 a.m. Volunteers and children will then return to the UAW Hall to wrap gifts and eat breakfast. **Children are to be picked up by a parent or guardian at the UAW Hall at 9:30 a.m.**

In addition, the Waterloo Jaycees are always looking for volunteers who would like to help the morning of the event. As a recruiting agency, we would appreciate your help in securing volunteers. Volunteers are expected to meet between 6:00 and 6:15 a.m. at the UAW Hall and will also need to check-in at the registration table. A specific Volunteer Information sheet is available to be handed out to all interested volunteers.

Your Jaycee Contact is [redacted]. Phone #: [redacted]

Email address: [redacted]

We are so grateful for your time and effort in making this event a wonderful experience for children in the Cedar Valley. Thank you for all you do—we couldn't do it without you!

Happy Holidays!
The Gift of Giving Committee



Sponsored by the Waterloo Jaycees, P.O. Box 245, Waterloo, Iowa 50704