PSALM 90:17 STUDIO

From Wish List to Drop-Off



Keep this instruction sheet handy as you move from the family's wish list to the final delivery.

01 Confirm the agency's instructions — Page 2

Record your contacts, deadlines, and rules for wrapping, labels, and receipts. Use your agency's forms when required.

02 Assign a gift ID and record who claims it — Page 3

Give each requested gift a short ID. Write down the recipient code, request, and shopper. Record changes or reassignments as they come up.

03 Send each shopper their assignment — Page 4

Copy the gift ID, recipient code, size, and budget onto the shopper slip. Include when and where to bring the gift and any special instructions.

04 Check gifts and receipts as they arrive — Page 5

Match each item to the gift ID. Check the size, quantity, and condition. Record any required receipt and who will handle missing items.

05 Itemize and pack each box or bag — Pages 6 and 8

List what is actually in each package. Use the agency's labels when required. Page 8 has cut-apart labels to use if the agency permits.

06 Confirm delivery — Page 7

Give the driver the drop-off details. Record the package count, who accepted the gifts, and any follow-up still needed.

Example you can follow

Family H-12 • Recipient A • Gift 03 (size 8 winter boots) • Box 2 of 3. Keep the same IDs from the wish list through the packing list.

Print US Letter at actual size. Reprint any sheet as needed.

PSALM 90:17 STUDIO

Sponsored Family Christmas Gift Drive Kit



A printable for the person bringing the gifts, volunteers, and agency instructions together.

Set up your drive

Family / household ID

Agency / program

Agency contact / phone

Group / coordinator

Coordinator phone / email

Backup contact

Claim by

Gifts due to coordinator

Agency drop-off deadline

Confirm the agency's instructions

Budget, item limits, and substitutions

Wrap or leave unwrapped

Required labels, IDs, and packaging

Receipts and required forms

Gift cards, restricted items, or extras

Who to contact about changes

For step-by-step instructions, see page 1.

PSALM 90:17 STUDIO

Wish List & Shopper Claims



Use one row per requested gift. Copy the gift ID onto the shopper slip and the intake sheet.

Family / household ID

Claims close

Gifts due to coordinator

Gift ID	Recipient code	Requested gift / size / preference	Shopper name	Budget cap	Status / follow-up

Suggested statuses: Open, Claimed, Reassigned, or Confirmed purchased. Write any approved substitutions or extra instructions here.

PSALM 90:17 STUDIO

Shopper Handoff Slips



Give each shopper only their assigned details. Copy one slip per shopper and repeat as needed.

Christmas Gift Assignment

PSALM 90:17 STUDIO

Shopper | Family / household ID | Coordinator / phone

Gift ID | Recipient code | Item / size / preference | Budget cap

Gift ID | Recipient code | Item / size / preference | Budget cap

Bring by | Bring to / contact on arrival

Wrap, label, receipt, or substitution instructions

Tell the coordinator if a gift is unavailable or you need to return an assignment.

Christmas Gift Assignment

PSALM 90:17 STUDIO

Shopper | Family / household ID | Coordinator / phone

Gift ID | Recipient code | Item / size / preference | Budget cap

Gift ID | Recipient code | Item / size / preference | Budget cap

Bring by | Bring to / contact on arrival

Wrap, label, receipt, or substitution instructions

Tell the coordinator if a gift is unavailable or you need to return an assignment.

Gift Intake & Receipts



Match each arriving gift to its gift ID. Record missing items, problems, and who will follow up.

Family / household ID

Intake lead / contact

Intake date or window

Gift ID	Arrived date	Item received / substitution	Checked by	Receipt / ref. or N/A	Issue, next step / owner

Check size, quantity, and condition. Record where any required gift receipt is stored or packed. Track reimbursements separately if your group needs them.

PSALM 90:17 STUDIO

Packing & Itemized Gift List



Use one sheet per box or bag. List the actual contents and keep a copy for your records.

Family / household ID

Box / bag no. of total

Agency / caseworker if required

Packed by / date

Checked by / date

List page no. of total

Gift ID	Recipient code	Item description / size	Qty.	Receipt location / packing note

☐ Contents matched to wish list

☐ Approved substitutions documented

☐ Agency label attached

☐ Required receipts and forms included

Use recipient codes whenever the agency permits. Add names or caseworker details only as instructed. Confirm where the agency wants the itemized list.

Drop-Off & Confirmation



Give the delivery volunteer the information they need and record acceptance after drop-off.

Delivery plan

Family / household ID

Agency / receiving contact

Phone / arrival instructions

Drop-off date / time window

Driver / mobile

Backup driver / mobile

Drop-off address / entrance

Parking, check-in, or special instructions

Before loading

- ☐ All requested gifts accounted for
- ☐ Open items cleared with agency
- ☐ Boxes counted and labeled
- ☐ Itemized list and required forms ready

Total boxes / bags expected

Total loaded

Forms or receipts sent with

Delivery confirmation

Actual delivery date / time

Received by / confirmation no.

Total boxes / bags accepted

Open items or shortfall / next step / owner

Coordinator notified / when / where confirmation is filed

> **Keep family details private**
> Share delivery records with the coordinator and agency as needed. Follow the agency's directions for keeping or disposing of family information.

Optional Box & Bag Labels



Cut and attach only if your agency permits. Use agency-issued labels when required.

CHRISTMAS GIFT DRIVE

Package Label

Family / household ID

Box / bag no. of total

Recipient code if needed

Agency / caseworker if required

Agency routing / handling note

CHRISTMAS GIFT DRIVE

Package Label

Family / household ID

Box / bag no. of total

Recipient code if needed

Agency / caseworker if required

Agency routing / handling note

CHRISTMAS GIFT DRIVE

Package Label

Family / household ID

Box / bag no. of total

Recipient code if needed

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