**Wood Street Mission Christmas Project 2019**

**Guidelines for Support Workers**

**The closing date for Christmas referrals is Friday 29th November 2019**

* The Basics project for clothing, bedding, baby equipment and used toys will close Thursday 21st November 2019 and will reopen Tuesday 21st January 2020.
* We are a small, locally supported charity. Please only refer families living in Manchester and Salford who are in need and are struggling to provide toys for their children this Christmas.
* We cannot help families living in the other boroughs of Greater Manchester, e.g. Trafford, Tameside, etc.
* Each family will be invited to choose a quality brand new toy for each child up to the age of 14 and extras subject to the donations we receive. Please advise the family of this when completing their referral so they know what to expect.
* Please encourage families to **book an appointment** to attend themselves so that they can choose their Children’s Toys / Gifts.

Families must have an up to date referral registered with Wood Street Mission that is valid until at least the end of December 2019. Christmas referrals can be submitted as soon as the **2019 Christmas referral form** has been received which is to follow. This will register the family with Wood Street Mission as well update the families details and register them for Christmas.

**Appointments for families will be staggered between Monday 2 nd – Friday 13th December 2019 between 9.30 -12.30 each day**.

* You should complete all sections of the form including full address details with post codes and each Childs Date of Birth (children with a date of birth 2005 will be included, children with a date of birth 2004 will not be included).
* If the family cannot visit Wood Street Mission to choose gifts for their children themselves and you wish to collect on their behalf please tick the **Worker collect** box at the top of the form. Support Workers will be contacted regarding collection of parcels. Do not send lists of your families as we cannot process these. **We cannot process referrals without the dates of birth of all the children who require our help.** If you are referringmultiple families for you to collect try and send them in a batch rather than 1 at a time randomly.
* The 2019 Christmas referral form will be sent separately.