

## **Detachment #1131 Toys for Tots Program Guidelines for Participating Cities, Towns and Organizations**

- Participants identify locations where TFT collection boxes can be positioned
- Participants advertise the program in their community
- Participants sponsor one or two collection activities if they so choose
- Participants collect names of deserving families and provide them to the Marine Corps League Detachment by a certain date
- Participants provide assistance to package toys for their tots on an identified date
- Participants hold their own Toys for Tots distribution for their children at a date of their choosing with MCL representatives present, if desired
- Participant administrative areas (e.g., water customers) probably are aware of those who are truly having troubles making their payments
- School counselors would be aware of children in adverse circumstances
- Churches usually take care of their own but can be a source of information or community support from TFT
- MCL can provide a list of those served in a prior year with recipient's address, if desired
- The participating organizations are the primary collection point for names
- If contacted directly, the Detachment will make referrals to the appropriate participating city/town/organization and take names on an exception/case basis only

Below are some of the guidelines when accepting applications

- Be certain to fill out a request form for each child; provide/send one copy to the Marine Corps League representative for your organization
- The Detachment maintains a master listing of all identified recipient families. We do cross reference by name, address and contact numbers as well as coordinating with other agencies. If there is a duplicate family on our listing, we will contact each organization so that they can remedy the situation.
- Keep a copy of each toy request form for your records and use during your distribution in the event that someone does not show up
- Be certain to stress to participants that they are only to receive assistance from one organization each year – there are many children and families in need and limited resources available to try to assist all of them
- Be cautious of “double dipping” to include parents, grandparents and others all looking for toys for the same child/children
- Grandparents with legal custody may qualify for toys in lieu of the actual parents
- Be certain to get accurate, working telephone numbers. In the past we have had many numbers that are not working for any number of reasons to include interrupted service due to non-payment. Valid numbers are important for contact purposes.

The last day to turn in a request for toys is November 30 each year. The “toy store” dates are updated on the Detachment web site each year.