

Toys for Tots Checklist for Organization Coordinators

During Family Registration

- ☐ Fill out a request form for each family & provide a copy to the TFT Coordinator as a package after the application cut-off date.
 - Grandparents with legal custody are eligible to receive toys in lieu of the child's parent(s).
 - Verify accurate phone numbers to the extent possible. Valid numbers are important for contact purposes.
 - Stress that families can only receive from a single charitable organization.
- ☐ After the Detachment enters the information in the master database, check your copy of the applications against the list provided by the Detachment to ensure your list is complete. Notify the TFT Coordinator if there are any discrepancies.

Note: The Detachment analyzes the master and coordinates with other charitable organizations to help ensure families are only receiving toys from a single organization. The TFT Coordinator will notify community leads if there are issues that need to be remedied.
- ☐ Be mindful of “double dipping” by families. Notify the TFT Coordinator if you suspect a family has submitted requests to multiple organizations.
- ☐ Keep a copy of each request form for your records & for use during your distribution event.
- ☐ Call each family on your list:
 - Notify them of the date, time, and location of your organization's distribution. We recommend a two-hour distribution timeframe.
 - Give them the distribution start time, not the end time.
 - Inform each person that is picking up a family bag that they will need to bring identification with them when they pick up the toys.

During Toy Distribution

- ☐ Arrange to have enough volunteers to distribute the toys on your distribution date.
- ☐ Verify the identity of each individual that picks up their family's toy bag(s).
- ☐ Have each person acknowledge that they received the toys.
- ☐ Provide a copy of the signed spreadsheet to the TFT Coordinator after the toys have been distributed.
- ☐ If you have any “no shows” attempt to reach the family. If they do not come to claim their toys, then contact the TFT Coordinator for instructions.

TFT Coordinator: Bob Walker, 864-884-3532, bobcpssc@bellsouth.net