



September 17, 2009

Dear Friends:

In 1984, The Salvation Army began the Angel Tree program in Nashville. Over the years the program has grown and now serves thousands of individuals in need throughout Nashville and surrounding counties.

The Corporate Angel Tree program provides tags representing Salvation Army Angels directly to your employees or members so that they do not have to travel to area malls to adopt them. It is a convenient way to personally share the true "spirit of the season" with someone less fortunate.

The objectives of the program are:

- To provide gifts of new clothing and toys for the children of families and Christmas assistance for the elderly and disabled.
- To provide those in Nashville the opportunity to personally select Christmas gifts for the needy children and adults.

The 2009 Angel Tree Program is underway, and our Corporate Angel Tree sponsors play a vital role in helping The Salvation Army make the holidays merrier for those in need in the Nashville area. We would like to invite you to assist us in providing for their needs during the Holiday season. To make this dream a reality we need the help of many corporations.

I am sending this letter to you along with additional information about The Salvation Army Angel Tree program to your corporation and your individuals to see if this is something you would like to participate in. **It's easy to participate**, just indicate on the enclosed form the number of Angels (minimum of 20 please) your organization would like to adopt. We will have the Angels ready for your organization by the fourth week of October.

Sincerely,

Liz

Liz Turner
Corporate Angel Tree Program Coordinator

Important Information for Corporate Angel Tree Sponsors

- ❖ Please fax your Angel Request Form to: 615-242-0016 by October 22nd. If you cannot participate this year, please let us know by indicating this on your returned form.
- ❖ You can pick up your Angels at Angel Tree Headquarters, 811 Cowan Street, Nashville, TN 37207, or we can mail them to you. If you are picking up Angels, we will notify you when they are ready. For the mail option, check the “Mail My Angels” box and mail your form and return to the address indicated by October 22. Please include a check made out to The Salvation Army for \$5.00 to cover postage and handling and indicate “Corporate Angel Mailing” on your check.
- ❖ Only request as many Angels as you can “adopt”. Please return Angels that have not been adopted as soon as possible to the Corporate Angel Tree Coordinator so that we can find other sponsors for them. Do not send them back in bags with your gifts – they may be overlooked.
- ❖ We will try to accommodate requests for certain ages, sexes, etc. when possible.
- ❖ Consider taking some “Forgotten Angels” in addition to the “real Angels” you request. Forgotten Angel tags contain generic items used to provide Christmas for Angels not adopted. It is not necessary to purchase all the items listed on the Forgotten Angel tag – any extra gifts you provide will brighten someone’s holiday.
- ❖ Seniors and older children are often hard to adopt and become “Forgotten Angels”. Please indicate on your form if you would be willing to adopt Angels in these groups.
- ❖ Angels sent to you are for the convenience of your group members only. Please do not set up an Angel Tree for the public. Area malls provide that opportunity at manned Angel Tree tables. This is important so that Salvation Army can track Angels, assuring that as many as possible are adopted.
- ❖ **Important shopping guidelines are printed on the back of each Angel. Please be sure that each member of your group is aware of these. We want to call your attention to the suggested 3-5 gift per Angel limit.** This is important in assuring that all of our Angels are adopted and that children in the same family adopted by different sponsors receive an approximately equal number of gifts. If you have a large group and would like to spend more, please consider adopting more Angels.
- ❖ All gifts should be unwrapped.
- ❖ Angel code number (the number, letter and color code at the top of your Angel tag) should be firmly attached to each gift with a self-stick label.
- ❖ Place all gifts for each Angel in a separate bag and put the Angel’s code number on the outside of the bag as well as on each gift. Each bag should only contain gifts for only one Angel.

Angel Tree Headquarters will officially open on October 6th and you may reach me there at 291-6805 as of that date. If I am not available, please leave a message. **You will be given a delivery date when you receive your Angels.**

As always, we invite you and your employees to join us as volunteers at Angel Tree Headquarters, the malls, or as bell ringers for the Red Kettle Campaign. To give the gift of your time this Christmas, please contact the Director of Volunteers at 242-0411, extension 223, anytime.

**2009 Corporate Angel Tree Program
The Salvation Army**

Liz Turner, Coordinator
811 Cowan Street
Nashville TN 37207
291-6805-phone
291-6806 - fax

Please read Important Information enclosed before requesting Angels!

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ **Fax:** _____

Number of Angels requested: (indicate # of each group, minimum of 20 total, please)

Children Newborn - 9 yrs _____

Children 10 - 12 yrs _____

Seniors _____

Disabled adults _____

Forgotten Angels _____

Total all categories _____

Misc. Information/Requested: _____

If you would like to pick up your Angels in person, fax this form to: 291-6806 after October 1 only. You will be contacted when Angels are ready.

If you wish to email your request, please send to Amanda_grieves@uss.salvationarmy.org or fax 242-0016 prior to Oct. 1

Mail our Angels to the address above. I have enclosed a check for \$5.00 payable to The Salvation Army. (Please indicate "Corporate Angel Mailing" on your check) **Mail requests should be sent to: The Salvation Army, Att: Corporate Angel Tree Coordinator, P. O. BOX 78625, NASHVILLE, TN 37207 and received by October 22nd.**

Official use only:

of Angels Assigned: _____

Date/Time Pick-Up: _____

Code Range: _____

Date/Time Returned: _____

Other Information: _____

