

Dear Christmas Miracle Sponsor,

Thank you for choosing to help a child find love, laughter and hope this Christmas through **Operation Christmas Miracle 2017**. This annual event is designed specifically so homeless and needy children in the DC metropolitan area have gifts under their Christmas trees.

When you adopt a child at [www.missiondc.org/christmas](http://www.missiondc.org/christmas), you automatically receive a suggested gift list with instructions. A follow up email will be sent within 2 business days with your child's ID number, first name and wish list. Once completed, please drop off the gifts at one of our collection sites by

**December 10 or at The Family Ministry Center by December 12.** More details are included on the second page of this letter.



On **Amazon.com**, [Wish List](#) (Click Link) was created under the name **Operation Christmas Miracle 2017**. Simply pick out the gifts you want to purchase for your child, on the tag indicate the child's name, ID number, gender and age and it ships directly to us. Once received, it will be processed and placed in the child's hands on December 16<sup>th</sup>.

If you or your group collects 50 or more Christmas gifts/bags in one location, Central Union Mission will come and pick them up from you! **Please call at least one week in advance** to arrange for a pick up, Contact Akram Joseph (202) 903-1556 or via e-mail at [AJoseph@missiondc.org](mailto:AJoseph@missiondc.org).

For additional questions about Operation Christmas Miracle, please review FAQ's OCM 2017 on the website, [www.missiondc.org/christmas](http://www.missiondc.org/christmas).

If you'd like to spread some cheer this Christmas, you can help us sort and organize the gifts a week before the distribution date or join us for the main event on Saturday, Dec. 16. Go to our website, [www.missiondc.org/volunteer](http://www.missiondc.org/volunteer) and sign up. This is a popular event, sign up early!

Thank you for reaching out to create a lasting impact on a needy and homeless child this Christmas!

Merry Christmas,

*Nancy R. Duncan*

**Director of Family Ministry**

[TDuncan@missiondc.org](mailto:TDuncan@missiondc.org)



## **Operation Christmas Miracle 2017**

### *Christmas Miracle Donor Instructions*

Below are the instructions for purchasing and preparing your child's Christmas gifts or when hosting a toy drive.

1. Purchase your child's *NEW* Christmas gifts, referring to the child's wish list & recommended gift list provided. While you are free to buy whatever gifts you wish, our suggested guidelines are:

- \* One game
- \* Two books (Bibles accepted)
- \* Four or five toys/gifts
- \* Winter Coat (please include a gift receipt)
- \* Gift Cards are also encouraged so parents can purchase clothing & shoes.

→Don't forget about **AMAZON.COM**, Wish List program. You'll find us under Operation Christmas Miracle 2017. It's easy to pick out and purchase your gifts.

2. Please **DO NOT** wrap the gifts. Instead bag your gifts together per child and label them by **CHILD'S NAME, GENDER, AGE and ID NUMBER**.
3. If you would like a tax-exempt letter, please make a copy of all your receipts and place these, along with your completed Donor Information Sheet (below), in an envelope, and attach it to the **OUTSIDE** of the bag. (Receipts and donor information sheets are **NOT** given to families.)
4. Return completed Christmas Bags to one of the following drop off locations **by December 10<sup>th</sup> or by December 12<sup>TH</sup> at Central Union Mission, Family Ministry Center.**

#### **Washington, DC:**

#### **CU Mission, Family Ministry Center**

3194 Bladensburg Rd. NE

Suite B

Washington, DC 20018

Phone: (202) 745-7118 ext. 500 or 260

Email: [TDuncan@missiondc.org](mailto:TDuncan@missiondc.org)

Drop Off hours: Mon-Fri, 7:30AM-6:00PM

**Last Day to Drop off Gifts: December 15<sup>th</sup>**

**Collection begins NOVEMBER 1<sup>st</sup>**

*\*On weekends, drop off at 65 Mass. Ave. NW  
Front desk, from 7:00AM-7:00PM. Please  
Be sure your gift is clearly labeled for  
Operation Christmas Miracle.\**



*Serving Neighbors ... Changing Lives*



# Central Union Mission

P.O. Box 96763, Washington, DC 20090  
Office 202-745-7118 | 202-MISSION | Fax 202-232-7072  
info@missiondc.org | www.missiondc.org  
CFC #85786 | United Way #9617

## **Operation Christmas Miracle 2017**

### *Christmas Miracle Donor Instructions*

#### **Virginia:**

##### **Immanuel Bible Church**

6911 Braddock Rd.  
Springfield, VA 22151

Drop off hours: Mon-Fri, 10:00AM-4:00PM

Use Entrance 1

Contact: Receptionist, 703-941-4124

**Last Day to Drop off Gifts: December 10<sup>th</sup>**

##### **Burke Community Church**

9900 Old Keene Mill Road  
Burke, VA 22015  
Phone: 703-425-0205

Drop off hours: Mon-Thurs, 9:00-5:00PM;  
Fri 9:00-1:00PM

Bring to the secretary at the front desk.

Contact: Tracie

**Last Day to Drop off Gifts: December 8<sup>th</sup>**

#### **Maryland:**

##### **Camp Bennett**

20501 Georgia Ave.  
Brookville, MD 20833

**\*Phone: 202-437-5643**

Drop off hours: Mon-Sat 9AM-5PM,

Bring bags to the white house.

**\*Call 202-437-5643 to be sure someone can meet you.**

**Last Day to Drop off Gifts: December 13<sup>th</sup>**

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## **Christmas Donor Information Sheet 2017**

Central Union Mission • PO Box 96763 • Washington, DC • 20090

For tax purposes please attach copy of receipts to the back of this form. Place in a sealed envelope & attach to the **outside** of the gift bag.

*\*Receipts and donor information sheets are **NOT** given to families.*

Total Amount Spent: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

For immediate questions, please contact Tracy Duncan, (202)745-7118 ext.260 or  
[TDuncan@missiondc.org](mailto:TDuncan@missiondc.org)