



2014 CHRISTMAS COPS PROGRAM

Collection Box Location Guidelines

November 7, 2014

Thank you for participating with the Plano Police Association's Christmas Cops program this year. As a collection box location, you and your business are an essential part of the program. Collection box locations afford the citizens of Plano an opportunity to drop off gift item donations to the Christmas Cops program. By combining the generous participation of local businesses and organizations like yours with our *Christmas Cops* program, volunteers help ensure the success of the *Christmas Cops* mission by assisting families in need who live in our community. Last year, the Christmas Cops program assisted over 280 Plano families, including almost 700 children. This year, as *Christmas Cops* proudly celebrates our 30th anniversary, we anticipate that the needs of local families may be more profound than in past years.

Christmas Cops program volunteers will pick up the collection boxes from your location on Friday, December 12, 2014 **between 9:00 AM and 1:00 PM. If for some reason this date or time is not convenient, please contact us (972-941-2295 – info@christmascops.com) prior to this date to make alternative arrangements.**

Should your collection box(es) fill-up prior to December 12, please remove some of the items from the collection box and store them in an alternate, secure location within your business. (Note: If you store overflow items at your location, please ensure that the Christmas Cops volunteers pick up all items from your collection location).

When the collection boxes are picked up from your business, they will be picked up by a Plano Police Department employee or a *Christmas Cops* volunteer. These volunteers will identify themselves as Police Department employees or *Christmas Cops* volunteers when they visit your business.

If you are asked what types of items *Christmas Cops* collects, please explain that we provide food, toys, blankets, and winter jackets or coats to families in our community. Although we sincerely appreciate any items that are donated, we do not typically distribute clothing items (except winter jackets or coats). Potential donors are invited to provide non-perishable food, new and unwrapped toys for all ages, winter jackets or coats, baby items, and teenage-appropriate gift items.

Should you have additional questions, our website, www.christmascops.com, has more detailed information about our program. We invite you to visit this site and welcome you to encourage others to do so as well.

To contact *Christmas Cops*, you may send an e-mail to info@christmascops.com or call (972) 941-2295.

Happy Holidays and Best Wishes to you and your family from,
The Christmas Cops Committee