

Tree/Building Point of Contact:

- Pick up tree tags and project supplies on 11/10 at the "For the Love of Giving Kickoff Meeting" – scheduled from 12:00 noon – 1:00 pm in the ETB/Columbia River Room. Outlook meeting notice will be sent
- Tree MUST be setup with tags by 11/15, Monday 8AM.
- As needed, solicit help, send out emails to your building, work as a team, or form a small group to decorate the tree.
- Place tags, lights, decorations (optional) on the tree. Depending on your tree size, it is recommended that up to 10 tags per organization be on the tree at one time. Spread them around to give a balanced exposure to all organizations. Be creative.
 - Each tag consists of the original plus a copy.
 - Donator removes tag from tree. The original tag is securely attached to the gift(s) when placed under the tree. The copy is kept by the donator as a taxable donation receipt.
 - On the back of each tag is a "mini" wish list for the organization.
- Project runs 11/15 through 12/10.
- Transport donations from your building to UHF/Room 1130 between 12:00 NOON – 2:00 PM on 12/10. Delegate as needed. You may assist with sorting the donations after you deliver them to UHF.
- Work with your Building Manager on holiday decoration requirements. For further details refer to the SBMS subject area, Office Safety, subsection "Holiday Decorations."
 - Do not use lighted (flaming) candles.
 - Do not have natural trees.
 - Put up only UL-listed artificial trees in locations that do not affect the safe egress of staff.
 - Use only UL-listed electrical devices, such as holiday lights.
 - Unplug holiday lights and displays at the close of each day.
 - Be sure that crepe paper, artificial trees, cotton flock and similar materials are fire-retardant.
- Get approval from your building manager if using a tree timer. Timers will be provided when requested.
- Ensure the tree lights are turned off lights each night and turned on each morning.

- Check the items underneath and around the tree and maintain the area. If the area gets too crowded or full of donations, it is recommended that the items be moved into a temporary storage area (e.g. move the items to an available room within your building).
- Check tags to make sure they are plentiful and contact the Project Directors below when more tags are needed. We have PLENTY!
- A box for monetary donations will be provided. It is recommended that you check the box every night and we suggest you lock up all monetary donations until they are turned over to the Project Directors on 12/10. **We encourage all monetary donations be submitted in the form of a check, not cash.** All monetary donations should be placed in the donation box inside a sealed envelop with a tree tag attached to the outside to ensure proper recording of donation.
- Communicate any questions that you feel you can not answer to the Project Directors via Email at ^PNNL For the Love of Giving (fortheloveofgiving@pnl.gov).
- Coordinate with other volunteers in your building who may want to participate.
- Identify one or two alternates for your building in the event of an emergency, you are out of the office, or you are on vacation.
- Keep a record of the hours you have volunteered towards this project and report these hours to the Project Directors at the end of each month.

Co-Project Directors of For the Love of Giving:

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All roles are posted on For the Love of Giving website at <http://www.pnl.gov/teambat/giving.html>