



October 2017

The Herald

Christmas Bureau of Edmonton Volunteer Newsletter

Message from Lucille Gans, Chair, Volunteer Committee

As a long-time volunteer of the Christmas Bureau, I am honoured to be taking on the role of Chair, Volunteer Committee in 2017. Our committee has been hard at work, ensuring we always have the best interests of our volunteers in our minds.

I'd also like to take a moment to thank Linda Kennedy-Romaniuk for her commitment to the role of Chair, Volunteer Committee for 4 years. She has played an important role in moving our volunteer program forward and I thank her for her enthusiasm and dedication.

Every year, thousands of Edmontonians approach the Christmas Bureau for assistance. 2016 was no different. An unfortunate trend also continued in 2016: 45% of those people we helped were children and teens. But, thanks to you, none of those children and teens had empty plates at Christmas!

As we venture into our 77th campaign, I look forward to meeting many of you and learning more about what inspires you to volunteer.

Thank you for continuing to volunteer your time with us.

Our Volunteer Family:
2016 Volunteer
Appreciation Celebration



Message from Peter Ratcliff, Board Chair



8,378. That's how many hours were volunteered by all of you in 2016. It's the equivalent of 349 days, most of which happens in just six short weeks!

It's incredible to think of just how many of you gather every year to support our campaign. We have over 800 volunteers that commit

their time to do all kinds of tasks, like working at a donation desk or delivering hampers. Each of these tasks plays an important role in making sure we can meet the requests of Edmontonians who need our help.

Never doubt the difference you make when you volunteer. You may feel like you only play a very small role but, the truth is, it all adds up and it all makes a difference. So, whether you're able to volunteer for just one day, or the entire campaign, please know that we appreciate your contribution and commitment to the Christmas Bureau of Edmonton.

VOLUNTEER NEWS

Congratulations to the 2016 Volunteer Award Winners! While we have many fantastic volunteers, these individuals truly shone in 2016. We thank them for their continued support.

The awards were presented at our Volunteer Appreciation Celebration on January 26 at the Edmonton Expo Centre. Thanks to Northlands and North Central Co-op for their assistance in making this event possible.



Outstanding Volunteer:

Linda Kordyback (award presented by Lucille Gans)

Linda, always a dedicated volunteer, was an especially important part of our office team in 2016. We relied on Linda's organizational skills and expertise in processing donations to help our count room run smoothly. Her spirit and compassion are always appreciated. Thank you, Linda!



Outstanding Volunteer:

Tom Dombrosky (award presented by Len Acker)

If you've been a repeat volunteer of the Christmas Bureau, chances are you've met Tom. A dedicated donation desk ambassador, Tom is ready to help whenever we need assistance. He's a leader to new volunteers and has been known to get along with everybody. Thank you, Tom!



Outstanding First Year Volunteer:

Grace Tshinyembe (award presented by Lana Nordlund)

Grace truly went above and beyond and was always flexible with her time. From volunteering at the office to working at our donation desks, Grace was always ready to lend a hand. Her smile truly had an impact on all those around her. Thank you, Grace!

Outstanding Volunteer:

Kelsi Badry

A member of our Communications Committee, Kelsi is always eager to contribute new ideas to how we can reach out to new people and tell them about the great work we do. Her kindness and willingness to help truly shone in 2016. Thank you, Kelsi!

No Photo

Outstanding Volunteer:

Margaret Niehaus

Margaret has been a dedicated volunteer for 16 years! Reliable, a joy to work with, and a coach for our new volunteers, Margaret's enthusiasm for the Christmas Bureau is very much appreciated. Thank you, Margaret!



Hitomi Suzuta was awarded with the 2016 Chairman's Award (award presented by Peter Ratcliff) *Left

Hitomi, a dedicated volunteer for many years, embodies the characteristics of this award. It's truly deserved and we thank Hitomi for her unwavering support!

2016's Kevin Lowe Award was presented to Ann Wilson

Ann, a volunteer for over 15 years, is an integral part of our Hamper Sponsorship Program. It would not be an exaggeration to say that her hard work is the reason we can set up 1,500 families and seniors with hamper sponsors every year. Thank you, Ann, for your dedication!



Introducing Lee MacBean, your 2017 Volunteer Coordinator!



Lee is excited to join the team as the 2017 Volunteer Coordinator. She looks forward to seeing the generosity of our city and the time and passion given by our many volunteers. "Edmonton is such a great city of compassion and giving that it's always a pleasure to work with the many people who volunteer and give back in this community."

One of Lee's interests and passion is to work with an NGO in the countries of Congo, Rwanda and Kenya, which she has done for the past 10 years. She looks forward to meeting everyone and to work with our passionate volunteers!

Important Dates: 2017 Campaign

October

October 30 - Team Leader Orientation

November

November 15 - Donation Desk Orientation/Training - Session 1

November 16 - Donation Desk Orientation/Training - Session 2

November 20 - Donation Desk Orientation/Training - Session 3

November 22 - Donation Desk Orientation/Training - Session 4

December

December 20 - Walk-In Days Orientation/Training

January

Date TBD, 2018 - Volunteer Appreciation Celebration

VOLUNTEER OPPORTUNITIES

2017



DONATION DESK TEAM LEADERS

Team Leaders play a very important role at the Christmas Bureau. Their dedication means that our donation desks run smoothly throughout the campaign. If you're looking for a valuable, hands-on opportunity, this one's for you!

*October 30 to
December 24*



OFFICE VOLUNTEERS*

We have plenty of great daytime opportunities right in the Christmas Bureau head office! Positions include certificate preparation, file clerk, count room support, volunteer data entry and more. Volunteer shifts are 9:00 am to noon and 1:00 pm to 4:00 pm, Monday to Friday.

*November 1 to
December 29*



HAMPER SPONSORSHIP ASSISTANTS*

Our Hamper Sponsorship Assistants play an essential role—they match families with the private hamper sponsors. This is a very rewarding opportunity that takes place right in our office. It's perfect for those of you with administrative experience.

*November 14 to
December 22*



BONNIE DOON GIFT WRAPPING

Great for groups! Get into the Christmas spirit by wrapping gifts for Bonnie Doon shoppers. Gift wrapping is by donation, with all proceeds going directly to the Christmas Bureau. Wrapping will take place during mall business hours.

*November 18 to
December 24*



COOKIE DECORATING AT SOUTHGATE

A perfect opportunity for the young-at-heart. Help run our cookie decorating station and watch the little ones smile as they decorate their very own gingerbread cookies. Join us for one Saturday or all three!

*Three Saturdays:
November 18,
November 25, and
December 2*



SOUTHGATE DONATION DESK

We have several donation desk locations so you can choose the one most convenient for you. Chat with donors and enjoy the Christmas music and buzz of the mall at Christmastime.

*November 24 to
December 24*



BONNIE DOON, LONDONDERRY AND KINGSWAY MALL DONATION DESKS

We have donation desks in nearly every corner of the city, so you can choose to volunteer with the one that works the best for you! Take some time to chat with our lovely donors and tell them why you choose to volunteer with the Christmas Bureau.

*December 1 to
December 24
(Londonderry:
December 18 - 22)*



COMMERCE PLACE & CITY CENTRE DONATION DESKS

Located near the food court, this donation desk is popular with downtown workers over the lunch hour. If you're a transit user, these locations are very close to many bus stations and the Central LRT station. No evenings are required.

*December 4 to
December 22
(Monday to
Friday only)*

Without the spirit of generosity of others, the volunteers who deliver all the gifts and food hampers, and the organizers who put it all together and make it happen, I truly believe that my family and many others would have less of a merry Christmas without the Christmas Bureau of Edmonton.

- Amanda, Christmas Bureau Client





CAROL SING-ALONG

Our most popular event! Join us at the Winspear Centre as a volunteer. Volunteer tasks include accepting donations and helping with set-up and take-down. Plus, you will be able to enjoy some lovely Christmas carols.

December 8



CHRISTMAS BUREAU BREAKFAST

Be a part of our largest fundraiser and get into the festive spirit by lending a hand at the Christmas Bureau Breakfast. Volunteer tasks include coat check and set-up/take-down. Volunteers will also be provided with a complimentary breakfast.

*December 11 - Set-up
December 12 - Event*



FOOD TRUCK UNLOADING

Great for groups! Unload our delivery truck in preparation for hamper packing. This opportunity involves heavy lifting and takes place outdoors. If you're seeking an active volunteer opportunity, this one's for you!

December 13



HAMPER PACKING

Great for groups! Assemble food hampers for delivery just in time for Christmas. This is a fast-paced volunteer opportunity that will require some heavy lifting. Great for energetic people looking for an active volunteer opportunity.

December 15



TURKEY TRANSFER

Great for groups! This opportunity involves unloading our turkey delivery truck for hamper delivery. This task involves heavy lifting and is performed outdoors. If you're seeking an active volunteer opportunity, this is perfect for you.

December 15



HAMPER DELIVERY

Popular volunteer opportunity—apply early! See the impact you have on local families directly by delivering food hampers, door-to-door. Volunteers are asked to provide their own vehicles for delivery.

December 16



WALK-IN DAYS

Walk-In Days is the final opportunity for families to apply for assistance in the form of food gift cards, toys for children aged 0 to 12 years, and gifts for teens. This opportunity is great for those seeking hands-on experience in social services or for small groups.

December 22 and
December 23

***Note:** We are on the second floor of 4230 118 Avenue, with stair access only--no elevator. Free parking is available in the community.

Want to volunteer in 2017? Here's how to do it:

- **Online:** visit our website at christmasbureau.ca and select the “Volunteer” tab located under “Ways to Help” for a list of our volunteer opportunities.
- **By phone:** call the Volunteer Coordinator directly at 780 414 7682
- **By email:** fill out our volunteer application form (found online) and send it as an attachment to volunteer@christmasbureau.ca.
- **By fax:** fill out the application (found online) and fax it to 780 454 6087 with attention to Lee, Volunteer Coordinator.
- **In person:** drop your completed application form off at our office, located on the second floor of 4230 118 Avenue.
- **By mail:** send your completed application form to: P.O. Box 16000, Edmonton, AB T5J 4B4



I really like volunteering and doing something without expecting payment in return is something I believe in. It's good for your soul and your heart.

- Marion, Christmas Bureau Volunteer

Why do I volunteer? I volunteer because it's the easiest way to 'be the change you want to see in the world.'

- Narmin, Christmas Bureau Volunteer



There are many more ways to help!

Make a Donation: making a monetary donation to the Christmas Bureau is an easy and effective way to ensure you're helping Edmonton families in need.

Monthly Giving: donating to the Christmas Bureau monthly by setting up a monthly donation of your choosing can lessen the financial impact of making a single, large, donation. Donating only \$10/month (less than one cup of coffee per week), will sponsor a family of 8 this Christmas! To set up your monthly donation, visit our website.

Legacy Giving: arranging a legacy gift is your way to leave a lasting impact on a beloved charity. Legacy gifts can come in many forms, from gifts of securities to bequests, retirement plan assets to life insurance policies. If you're interested in learning more about legacy giving, visit our website at christmasbureau.ca or call our office at 780-454-6074.

Hamper Sponsorship: sign up to be a hamper sponsor, select the size of family you'd like to sponsor, and we'll set you up with one of many Edmonton families or seniors who need your help. Hamper sponsors are responsible for the purchase and delivery of the festive hamper—all hamper sponsors will be provided with a recommended grocery list based on the size of family you'll be sponsoring. This is a very popular program with offices, families, and social groups.

Fundraise: fundraisers come in all shapes and sizes, from large breakfasts to craft sales. Whatever your fundraising idea is, we'd love to hear about it. Call 780-454-6074 or visit christmasbureau.ca to learn more about fundraising.



Since 1940, the Christmas Bureau's mandate has remained the same—to *provide a festive meal and co-ordination of Christmas giving to Edmontonians in need*. The Christmas Bureau is a community effort to serve the less fortunate in Edmonton at Christmastime.

The Christmas Bureau provides Edmontonians in need with a single application process to receive a festive food hamper or food gift card, toys for children age 0 to 12 years from 630 CHED Santas Anonymous, and a teen gift card for youth age 13 to 17 years from the Adopt-A-Teen Program. For many of our clients, the stresses of being able to provide a festive celebration are lessened by the gift they receive from the Christmas Bureau. For our clients the opportunity to share the simplest of traditions—sharing a meal—is made possible through the Christmas Bureau.



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