



MARINE TOYS FOR TOTS

HELPFUL HINTS

2024 ISSUE

IMPORTANT DATES TO REMEMBER

2024 CAMPAIGN

12 NOVEMBER

- First shipment of supplemental toys begins shipping. Estimated completion date: Wednesday before Thanksgiving.
- You're on the list if - see Section 4.2 of the SOP:
 - You are a brand-new unit.
 - Your inventory is less than/equal to 35% of your previous year's distribution.
 - Your unit has an Online Financial Report (OFR) balance that is less than 125% of the package value.
 - Self-supporting: collection/purchases provide over 3 toys per child



2 DECEMBER

Request for the second supplemental toy package opens. By request only. The form is located on the Secure Section. It is likely that we will have follow-up questions for you. Be sure to promptly respond.

19 DECEMBER

Last day to order support materials. Request form found on the Secure Section.

15 JANUARY

★ AFTER ACTION
REPORT DUE

★ REQUIRED BY ALL
CAMPAIGNS

2 JANUARY

Foundation AAR and LCO application opens. Required by all civilian campaigns. Deadline: 30 June. Found on the national website, 'About Toys for Tots', 'Coordinator's Corner' or at the end of your After-Action Report.



Changes in the SOP

TOYS FOR TOTS



Here are the changes to the 2024 Marine Toys for Tots SOP

This SOP has a few **significant updates** for you longtime Local Community Organization (LCO) Coordinators or Marine Forces Reserve Marines/Sailors who are on multiple Coordinator tours. Please don't throw it aside as you may miss something important. Highlights of some very important information are as follows:

a. Section 4.2: To ensure the Foundation is not *supplementing campaigns that do not require assistance*, those that are self-supporting will not receive additional toys. As an example, a campaign that collects 4,683 toys, purchases 1,085 toys (total of 5,768 toys) and assists 823 children can distribute 7.01 toys per child. There is no reason for the Foundation to supplement a campaign that is that successful.

b. Section 5.14: Please get your *After-Action Reports in prior to the end of the day, 15 January 2025*. I am confident all Coordinators can get this accomplished...ON TIME and ACCURATELY!

c. Section 6.24: You are *not authorized to spend personal funds*, i.e., using your own personal credit card, to make purchases for your local campaign. If you do, you will not be reimbursed.

d. Section 11.3: You are *not authorized to sell, raffle, exchange, and/or barter* expensive donated toys in exchange for money (or something else of value). You must distribute items like Sony PlayStations, expensive LEGO sets, vintage toys that are brand new and still "in the box," and bicycles, etc. Have a plan for these items as invariably campaigns receive some very expensive donations.

WHAT IS THE SOP?

- Required reading each campaign season
- A tool on how to conduct a campaign
- Updated annually
- Lists: policies, procedures
- Ensures no major errors are committed
- Includes how to's & more

HELPFUL HINTS

2024

PROCESSING DONATIONS

All funds received must be sent to the Foundation via the processing company

We provided you with prepaid UPS billable stamps

The detailed instructions for deposits is in the SOP & on the Secure Section

Deposit funds WEEKLY. Do not allow funds to sit more than five business days



SCAN FOR
CONFERENCE
INFORMATION

CASH DONATIONS

CANNOT be directly used for purchasing

Must be processed through the Foundation

Local bank accounts or direct use of cash is not authorized

Deposit funds via the Money Order Cash Deposit Process, instructions are in the SOP, or on the Secure Section

RECEIPT VERIFICATION

Only accepted method of submittal is via your Unit Log Book - Secure Section

Receipts are REQUIRED to be itemized, stating what was purchased, the price per item and the total

Receipt totals are REQUIRED to match the amount posted by the vendor in your Unit Log Book / Online Financial Report

Due NO LATER THAN one week from post date

Your Log Book closes at the beginning of each month

PURCHASE CARD

To be used to purchase all TFT campaign related items

Usage dependent upon Online Financial Report balance and prompt and accurate receipt submittal

All SOP spending limits and purchasing guidelines must be adhered to

The Purchase Approval Form (Secure Section) is required prior to purchasing items outside of the SOP limits

EVENT APPROVAL

To host an event in your community:

1. Create an action plan
2. Strategize expenses vs. profit
3. Evaluate if supplies will be needed
4. Investigate if insurance will be necessary
5. **Submit the Event Approval Form** via the Secure Section
6. **Submit the Purchase Approval Form** via the Secure Section if necessary
7. Wait for your Regional Campaign Managers response

ADMIN & SECURE WEBSITES

Your campaign online hub

Where you inform the public, complete paperwork and forms, view reports and access tools

Username and password located in your training packet

Any Site related questions or concerns please "submit a ticket" via the homepage of the site



ACTIVITIES OUTSIDE OF CHRISTMAS

2024 CAMPAIGN

FOSTER CARE | BACK TO SCHOOL

In addition to the Christmas collection & distribution campaign, the Foundation has several special projects:

- Literacy Program
- Foster Care Awareness
- The Youth Ambassador Program

As with all new programs and projects, the Foundation carefully reviews the impact, level of effort, and potential success of these initiatives as to not increase additional responsibilities on local coordinators. We look forward to sharing our experiences and ideas with you all at the 2024 Marine Toys for Tots Annual Training in September!

What Is Required?

- Any idea or event that would like to be considered must first start with an **Event Approval Form**, once received it will be reviewed by the Regional Campaign Manager.

Foundational Support:

At this time, any projects being conducted OTC *must be a fully supported community endeavor*. Meaning they will be a self-sufficient event. Considerations must be heavily weighed on how conducting these types of events will impact the holiday campaign which is the main point of focus.



MARINE TOYS FOR TOTS FOUNDATION STAFF

 FOUNDATION CONTACT INFORMATION IS
NOT TO BE RELEASED TO THE PUBLIC.

PLEASE DIRECT INQUIRIES TO THE
NATIONAL WEBSITE. ALL FOUNDATION
STAFF CAN BE FOUND ON THE ADMIN SITE.



OPERATIONS

Campaign Manager - Region One:

Karen: 703-649-2026 | Karen.M.Torrence@ToysForTots.org.

Connecticut, Delaware, Massachusetts, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Campaign Manager - Region Two:

Jennifer: 703-649-2035 | Jennifer.R.Campeau@ToysForTots.org.

Kentucky, North Carolina, South Carolina, Tennessee, Virginia, Washington DC, West Virginia

Campaign Manager - Region Three:

Brianna: 703-649-2033 | Brianna.Roberts@ToysForTots.org.

Alabama, Florida, Georgia, Mississippi, Puerto Rico, USVI

Campaign Manager - Region Four:

Tatiana: 703-649-2037 | Tatiana.Dingle@ToysForTots.org.

Indiana, Michigan, Ohio, Wisconsin

Campaign Manager - Region Five:

Tammy: 703-649-2025 | Tammy.M.Weatherholtz@ToysForTots.org.

Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas

Campaign Manager - Region Six:

Katherine: 703-649-2031 | Katherine.C.Barnes@ToysForTots.org.

Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, Utah, Washington

Campaign Manager - Region Seven:

Angie: 703-649-2051 | Angie.Gill@toysfortots.org.

Arkansas, Illinois, Iowa, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wyoming

OPERATIONS

Supplemental Toys: David Cooper

703-649-2022 | David.Cooper@ToysForTots.org

Insurance, Leases, Inventory, Assets, Youth Ambassadors: Mike Stuckey

703-649-2041 | Mike.Stuckey@ToysForTots.org

Support & Promotional Materials: David Cooper & Mike Barclay

703-649-2030 | Mike.Barclay@ToysForTots.org

703-649-2022 | David.Cooper@ToysForTots.org

I.T. & MARKETING

Corporate Sponsors: Ted Silvester

703-649-2021 | Ted.Silvester@ToysForTots.org

Gift In Kind & Service: Jo Roxburgh

703-649-2028 | Jo.Roxburgh@ToysForTots.org

Communications / Social Media: John Haehn

703-649-2036 | john.haehn@toysfortots.org

IT: Matt McDonald & Steven Boone

Submit a support ticket via the Admin Site

NOTES

NOTES

VENDORS



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Jana Norton
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