



Day One  
Breakout one





# Region 7 Breakout / All Campaigns

## Agenda:

- Meet your Regional Campaign Manager
  - I am your primary point of contact for all support & questions
- Requirements for being a Toys for Tots Coordinator
- Role of the Toys for Tots Coordinator
- Areas of Responsibility



## Role of the Coordinator



- Image
- Communication
- Community
- Paperwork / SOP







# Image

- U.S. Marine Corps
- Marine Toys for Tots Foundation
- Coordinator





# Internal Communication

- Within your TFT Team
  - Ensure all are aware of events, timelines, and deadlines
- Foundation
  - Phone calls- leave a detailed message
  - Emails –read entire message
  - Subject line reference – TFT/Account Code
  - No reply emails / spam & junk mail
  - Updated contact information



## External Communication

- Communicate clearly with donors, sponsors & recipients
- Respond promptly & meet obligations
- Maintain website
  - Update with current information
- Always say "Thank you"







# Community Engagement

- Engagement Strategies:
  - Encourage community action & involvement via local media outlets
  - Promote awareness with TFT materials
  - Support fundraising & toy collection
- Foundation vs. Community Support:
  - This is a Community Action Program: focus is to build community support; cannot rely on the Foundation to support the Campaign



## Paperwork / SOP

- Required submission
  - Legible Itemized receipts
  - Address requirements
  - Inventory
  - AAR
- SOP
  - Read it
  - Adhere to guidelines





# Receipts



- Required:
  - for every transaction - including returns
  - Due no later than 7 days from the post date
- Must be:
  - Legible & itemized
  - Match amount charged
  - Include the entire receipt
    - not a partial image or cropped section
- Logbook:
  - locks monthly on the 9th





Good

**amazon.com**

**Final Details for Order #114-9013466-709**  
[Print this page for your records.](#)

Order Placed: December 12, 2021  
 Amazon.com order number: 114-9013466-709  
 Order Total: \$31.53

**Shipped on December 13, 2021**

Items Ordered	Price
1 of: 14PCS Bow Hair Ties Velvet Elastics Hair Bands for Thick Hair Bow Scrunchies Hair Rope Tie for Women Girls Elastics Hair Ribbon Long Hair Bow Ponytail Holder Accessories Sold by: Maylory Store ( <a href="#">seller profile</a> )	\$15.99

Condition: New

**Shipping Address:**

**Shipping Speed:**  
 FREE Prime Delivery

**Shipped on December 14, 2021**

Items Ordered	Price
1 of: DEEKA 4 PCS 6" Large Velvet Bows Hair Clips Barrettes Hair Accessories for Women and Girls Sold by: DEEKA ( <a href="#">seller profile</a> )	\$13.95

Condition: New

7-8699

**Shipping Speed:**  
 FREE Prime Delivery

**Payment information**

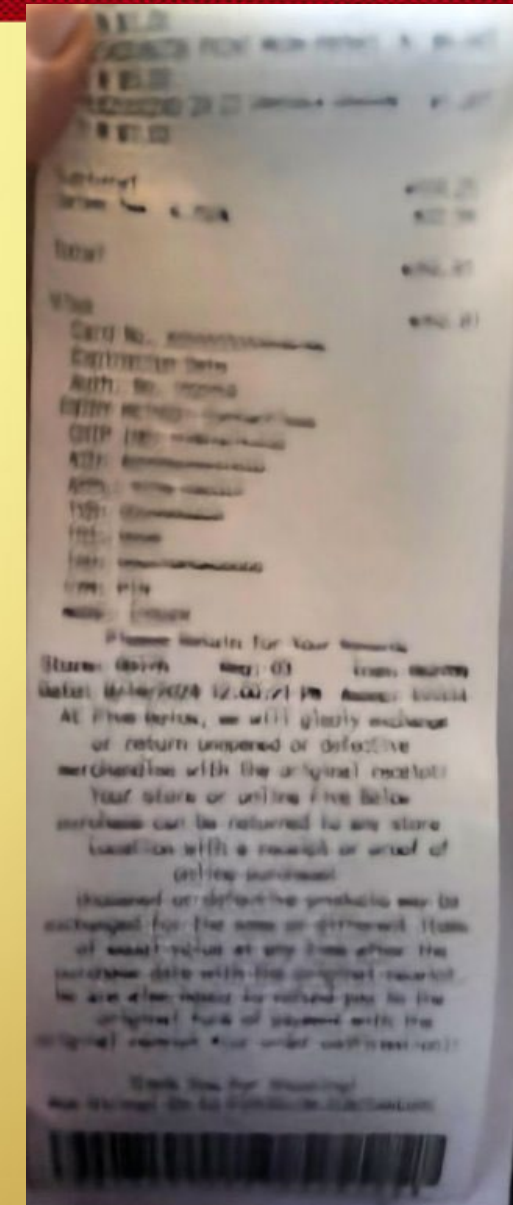
Payment Method:	Item(s) Subtotal:	\$29.94
Visa ending in	Shipping & Handling:	\$0.00
Billing address	Total before tax:	\$29.94
	Estimated tax to be collected:	\$1.59
	<b>Grand Total:</b>	<b>\$31.53</b>

**Credit Card transactions** Visa ending in : December 14, 2021: \$31.53

To view the status of your order, return to [Order Summary](#).

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Bad







# Areas of Responsibility

- Area of coverage
  - Only cover what you can handle
  - Raise awareness
  - Establish a supporting base
- Brand new sites
  - Start off with a manageable area
- Handled locally
  - Work closely with neighboring coordinators
  - Work with local agency / non-profits
  - Work with other civil organizations







# Fund Handling Processing Donations

- As an extension of the Foundation, you are expected to be a good manager of donor's money
- Donations Processed: at a minimum- weekly
- Donors' expectation: to be used to help children within their community
- Turn all cash into money order



# Fund Handling - Common Errors



- Common errors when processing a deposit
  - Missing items from deposit envelope
    - Checks, deposit slips
  - Checks not made payable to Toys for Tots
  - Cash & coins included in the deposit envelope
  - Extra items included in the UPS envelope
    - Receipts, letters, etc.





# Purchasing

- Foundation Program to support ratio: 98 to 2
- Campaigns: 85% spent on toys
  - 15% on “other”
- Limit expenses
- Use donation’s wisely
- Seek donated services & supplies







# Before Purchasing

1. Check your Online Financial Report
  - Do you have enough funds?
  - Purchase Approval Form Required?
  
2. “Other than Christmas” Activities & Events:
  - You must be able to provide during the Christmas season
  - Submit an Approval Form prior to an event
  - Your community must be engaged & supporting
  - Special Project forum will be **Saturday at 6:30pm in Regency EF.**




# Authorized Expenses

- Warehouse or storage & utilities
- Toys
  - Review the SOP's Spending Limits
    - \$35 toy
    - \$100 bikes
- Campaign phone: Google Voice or Grasshopper
- Volunteer promotional wear
- Volunteer recognition: Kick-off or Year End Thank You event





# Unauthorized Expenses

- Purchase Approval Form required
  - Otherwise not permitted & not reimbursable
- Refer to the SOP:
  - Reimbursement Policy (pg. 37)
  - Assets (pg.49)
  - Food & Drink (pg. 51)
- Gas cards:
  - Must be specific fuel cards
  - Not Visa or Mastercard
-  **Restricted items:** alcohol, tobacco products, lottery tickets, gift cards, clothes







# Online Financial Report

- Review OFR regularly
  - Always know how much funds you have in your account
- Ensure accuracy of entries on report
- Be cautious of fraudulent charges
  - Contact Regional Campaign Manager immediately
  - Only call Bank of America if your card was stolen and the Foundation is closed.
    - 1-866-500-8262





# Volunteer Recognition

- Use the Stair-Step Approach in the SOP:
  - Thank you
  - Certificate of Appreciation
  - Commander's Award
  - Lapel Pin
  - Iwo Jima Certificate by request



# Does anyone have any question?







Time for Lunch

2<sup>nd</sup> floor Regency CD

