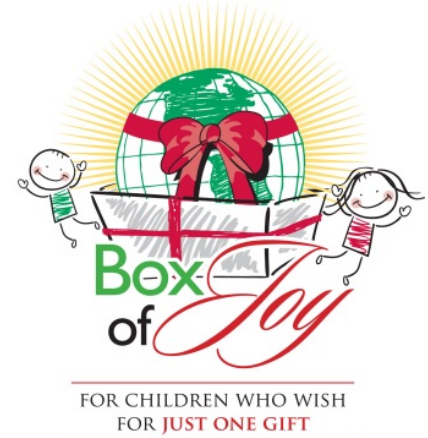




Project Leader's Guide



Thank you for taking the lead in helping your parishioners, students or group members share the joy of Christmas and the love of Jesus Christ with needy children around the world! As the Project Leader, you are the key person mobilizing the generosity of your parish, school or group! We really appreciate your ministry to these special children and want to support you in any way we can.

Box of Joy is a fun and simple hands-on mission project for all ages (kids from 2 to 102!) but children in particular really love to pack Boxes of Joy for children in other countries. We trust this guide will be helpful, but please don't hesitate to contact the staff if we can be of assistance.

PROJECT TIMELINE

Project Leader commitment	by September 30
Plan and organize	August - September
Set goal & order materials online	by October 15
Kickoff Event	September - October
Hand out materials to participants	by October 30
Box of Joy Week (Collections)	November 5-13
Deliver Boxes to Drop-off Center	by November 13

Screening Boxes in South Florida* November 19 – December 3

*Volunteers needed at Screening Center in South FL. Contact TeamJoy@CrossCatholic.org for more info.

HOW TO

Plan: To make the Box of Joy project a success, we suggest that you meet with parish/school/group leaders as soon as possible to: **1)** make sure they understand the project, **2)** get their approval for participation, and **3)** coordinate around any key dates/events.

Set a Goal: How many children do you want to help this year? Whether a big goal or small, every child counts! We encourage you to make sure leaders are on the same page as you set your goal, then step out in faith and trust The Lord to do great things through your parish, school or group.

Promote: Fill out your dates and contact info on the *Participants Info Flyer* (2 options: Fillable PDF from website, or hard copy from your Kit) See the attached *Ideas Sheet*** for lots of fun and exciting ways to engage your parishioners or students.

Kickoff: This is optional, but we highly recommend an official kickoff for Box of Joy. This can be as simple as a special time of prayer/blessing or as big as you want to make it! Some schools or parishes will combine their kickoff with other area schools or parishes to create more energy and excitement. The promotional video on the Box of Joy website is perfect for kickoffs. The kickoff is a great opportunity to promote your goal and distribute materials.

Materials for Participants:

- **Participant Info Flyer **** (Just fill out the details for your campaign, and make copies for participants)
- **Gift Boxes** (Participants can also use any cardboard shoebox or small plastic box approx.. 12" x 5")
- **Donation Brochure/Envelope (REQUIRED)** for each participant. If you run out and there is not enough time to reorder, you may copy brochures, download labels ** and use blank envelopes.)
- **Gift Ideas Page** (make copies from your kit**)
- **Child's Activity Page** (make copies from your kit**)

***Also printable from www.CrossCatholic.org/BoxOfJoy.org*

Suggested appreciation items for each participant who packs a Box of Joy

- Box of Joy **Bookmark**
- "I Packed a Box of Joy" **Sticker**

Box of Joy Week (November 5-13): This is the main event, when all the participants, young and old, bring their Boxes of Joy to your school, parish or group meeting place! Make this a fun and exciting time ... be creative! But also try to make this a spiritual experience, keeping in mind that the Lord will bless needy children and their families through our Catholic ministry partners overseas who will use these gifts as an opportunity to share the Christmas story — the story of God's love!

Pack up your Boxes of Joy: Use the large cartons provided (if you run out, use any sturdy boxes). Make sure each gift box is secured with a rubber band (no tape). Be sure to double-tape the bottom of cartons with clear packaging tape. Finally, record the quantity of gift boxes inside of each large carton in the section labeled "For Project Leader Only" on the lid of the carton. Do NOT fill out the form on SIDE of carton

Deliver Boxes to Drop-off Center: Sunday, November 13 is the final day of the collection process (Box of Joy Week). Prior to November 1, the Drop-off Center for your area will be posted on the website, along with directions, dates and hours of operation, and contact info. If you have any trouble finding this info, just contact us. Simply recruit some volunteers with vans or trucks to deliver your Boxes of Joy to the Drop-off Center by November 13, and other TEAM JOY members will take it from there.

Screening Center (South Florida): At the Screening Center, Boxes of Joy are checked to make sure all gifts are safe and appropriate for children. If you are located in South Florida or have a group of volunteers who would like to travel there to help with the screening process, please contact TeamJoy@CrossCatholic.org to sign up.

WEBSITE/OTHER RESOURCES

Please contact our staff at Cross Catholic Outreach if you are missing any materials or if you need assistance with the program. And don't forget to review the information and printable resources at www.CrossCatholic.org/BoxOfJoy.org for more details. This includes *Participant Info Flyers, Posters, FAQ* and more.

CONTACT INFO:

800-914-2420 (Materials: ext. 240 or Volunteer Relations: ext. 137) or BoxOfJoy@CrossCatholic.org

THANK YOU!

Thank you again for leading your parish, school or group to bring Christmas joy AND the Christmas story to these special children. May the Lord bless you immensely for your loving and caring heart!