



# **WRAPPING FOR INCLUSION**



## **Procedure Manual**

## TABLE OF CONTENTS

• Wrapping for Inclusion—The Facts	3
• Volunteer Opportunities	3
• Applications and Background Checks	3
• I Want to Sign Up? What Do I Do Next?	3
• Wrapping Procedures	3-4
• Information and Organizational Documents for Team Leaders	4
• Accounting Procedures	4-5
• Reimbursement of Expenses	5
• Helpful Hints	5
• Resources	5
• Wrapping For Inclusion Timeline	5-6
• EXHIBITS	7-20
○ Exhibit 1 - Merchant Letter	8
○ Exhibit 2 - Script for Calling Malls, Stores, etc.	9
○ Exhibit 3 - Merchant FAQ	9-10
○ Exhibit 4 - Store Announcement	10
○ Exhibit 5 - School/Community Letter	11
○ Exhibit 6 - Wrapper Information Sheet	12
○ Exhibit 7 - Daily Wrapping Tally Sheet for Donations	13
○ Exhibit 8 - Cash Contribution Form	14
○ Exhibit 9 - Verification of Volunteer Hours	15
○ Exhibit 10 - Daily Sign-In Sheet	16
○ Exhibit 11 - Total Volunteer Hours	17
○ Exhibit 12 - Volunteer Certificate	18
○ Exhibit 13- Wrapping for Inclusion Evaluation	19-20

Thank you for joining our team of volunteers across the country who devote their time to increasing awareness of the importance of inclusion in our communities. We must all work together to create a change in attitudes and provide inclusive opportunities for our children.

### **Wrapping for Inclusion—The Facts**

**What:** A nationwide awareness and fundraiser campaign through the National Inclusion Project.

**When:** The Holiday Season

**Why:** To help raise awareness and funds for the National Inclusion Project, spread holiday cheer, and have fun!

**How:** If you would like to volunteer, please send your contact info to [aronhall@inclusionproject.org](mailto:aronhall@inclusionproject.org) and submit a leadership application and/or volunteer waiver at [www.inclusionproject.org](http://www.inclusionproject.org).

### **Volunteer Opportunities**

**Area Coordinator** – Contact local shopping malls and merchants to arrange dates and times for wrapping gifts. Schedule volunteers wrappers. Collect money and forward to the Foundation’s mailing address. Communicate with State Coordinator.

**Wrappers** – Wrap presents across the nation, while creating awareness about inclusion.

### **Applications and Background Checks**

All volunteers are asked to submit a Waiver and Release online. Everyone needs to complete this every year. Anyone wishing to be an Area Coordinator needs to submit an online application each year.

### **I Want to Sign Up! What Do I Do Next?**

#### **Area Coordinators:**

- Submit an online application and waiver.
- Call the malls and stores in the area. Remember: The earlier the better! A script and talking points have been provided to help you answer any questions. (See Exhibits 2 and 3).
- Keep a list of all the malls and stores contacted and their responses, as a reference.
- Contact local schools, churches, recreational programs, service agencies, organized groups, and fraternal organizations about volunteering to wrap.
- Put an organizational structure into place.
- Have project forms to keep track of necessary information.
- Set up an e-mail list or phone tree.
- Keep all information in a notebook.
- Recruit Wrappers to volunteer and solicit supply donations.
- **Wrapping locations and dates must be submitted online by October 15 in order to obtain the necessary permits.** Please contact your state coordinator if there are any problems with meeting this deadline.

#### **Wrappers:**

- Submit an online waiver.
- Receive information from your Area Coordinator.
- Ask if the Area Coordinator needs help.
- Contact them and give them any ideas and suggestions that you have.
- Pass along any helpful contacts you might have.
- Recruit additional Wrappers.
- Keep your Area Coordinator updated on your schedule and when you can wrap.

#### **All Volunteers:**

**Please take the time to educate yourself on the mission and accomplishments of the National Inclusion Project. This is an awareness campaign and a wonderful opportunity for you to educate yourself and others on the importance of inclusion for individuals of all abilities. Please visit our website at [www.inclusionproject.org](http://www.inclusionproject.org) to find out about our mission, vision, and goals.**

### **Wrapping Procedures**

#### ***What should I wear while I am volunteering?***

Please remember that you are representing the National Inclusion Project and dress appropriately. A variety of options are available at our online store if you wish to wear logo items.

#### ***What will we need to set up the wrapping booth?***

Area Coordinators are responsible for making sure the wrapping station is sufficiently supplied. Many merchants we have worked with have provided supplies, but there are a variety of things you will need to be fully prepared.

Suggested supplies are:

- Tape
- Scissors
- Pens/Markers
- Gift wrap
- Bows
- Ribbon
- Daily Wrapping Tally Sheets
- Cash Jar or Box

Several merchants give out Gift cards each month that can be redeemed for supplies. Wal-Mart, Sam's Club, K-Mart are a few that donate each Christmas season. Many groups also choose to decorate their wrapping booth. Please use National Inclusion Project photos and materials to further increase awareness. Clear stand-up frames work well for this purpose.

\*We will try to provide gift tags, take-away cards, and banners to as many Area Coordinator's as possible. If you are willing to have your own banner and gift tags made, the Foundation will provide the necessary artwork. You may recoup the expense if you wish from the money you raise at your site, but please provide that documentation.

#### ***How do I handle the donations?***

We accept donations only. Individuals can donate any amount. Please thank them for their donations.

\*Area Coordinators see Accounting Procedures.

#### ***What can I expect when it comes to donations?***

Through a basic analysis of daily donations in 2007, the first weekend after Thanksgiving, which is the major shopping weekend, did not result in a lot of donations. On average, donations were less than \$50/day. The averages did not break \$100/day until Saturday, Dec. 8. The averages broke \$100/day every day after Dec. 14 including weekdays. The highest average day was Monday, Dec 24, but there was a drop-off of locations wrapping. Malls and Toys 'R' Us stores show the most donations. Locations may vary, but this may help you to target specific dates.

#### ***How do I create Awareness?***

This is the most important part of WFI. As a National Inclusion Project volunteer, please use this opportunity to share what you know. Again, please visit our website at [www.inclusionproject.org](http://www.inclusionproject.org) for information.

#### **Information and Organizational Documents for Team Leaders**

Several documents have been created for the Area Coordinators to establish set up a wrapping booth and keep the booth organized. See Exhibits 1-12:

- |  |  |
|--|--|
| 1 Merchant Letter                        | 7 Daily Wrapping Tally Sheet for Donations |
| 2 Script for Calling Malls, Stores, etc. | 8 Cash Contribution Form                   |
| 3 Merchant FAQ                           | 9 Verification of Volunteer Hours          |
| 4 Store Announcement                     | 10 Daily Sign-In Sheet                     |
| 5 School/Community Letter                | 11 Total Volunteer Hours                   |
| 6 Wrapper Information Sheet              | 12 Volunteer Recognition Certificate       |

#### **Accounting Procedures**

All Donations should be sent to:

Wrapping for Inclusion  
The National Inclusion Project  
PO Box 110104  
RTP, NC 27709

Donations should be sent in regularly. If you have collected any money prior to the following dates, please send it in on-time.

- November 16
- November 30
- December 14
- December 28

Personal checks should be made out to the National Inclusion Project and forwarded to us. All cash donations need to be turned into a money order payable to the National Inclusion Project. All tally sheets from the week should be sent with the monetary donations.

Daily totals should be recorded on the Daily Wrapping Tally Sheet. Two individuals should sign off on the donations received per shift. See Exhibit 8.

Donation acknowledgements will be given at the end of the year for donations accumulating \$50 or more annually. However, we will be unable to give receipts for cash donations. **Exception:** If someone donates \$50 or more in cash, they will receive a receipt for their donation IF AND ONLY IF they fill out the Contribution Form to attach to their donation. Forward the donation and the Contribution form to our mailing address. Please include a note if further explanation is required.

**All donations for WFI should arrive at our mailing address by December 31. This is necessary to close out the end of the year. All donations received in a certain year must be deposited in that year. Donations received after December 31 will not be tallied in the results release for the year. The final results will be tallied at [www.inclusionproject.org](http://www.inclusionproject.org).**

**PLEASE NOTE THAT IF DECEMBER 31 FALLS ON A SATURDAY, SUNDAY, OR MONDAY, DONATIONS SHOULD BE RECEIVED BY THE FRIDAY PRIOR.**

### Reimbursement of Expenses

Volunteers will not be able to be reimbursed for expenses. Please solicit as many donations for necessary supplies as you can.

### Helpful Hints

- Area Coordinators should send reminders to wrappers by e-mail or phone.
- Having an assistant can prevent Area Coordinators from being “stretched” too much during the wrapping times.
- A donation box located beside the table may encourage others to donate wrapping paper.
- A weighted tape dispenser makes wrapping easier.
- Consider providing nametags for volunteers.
- Prior to the event have a training day with volunteers to explain all of the details of the event and for your team to meet and fellowship.
- If you are unable to find a business location for your wrapping booth, get creative. You can sponsor a wrapping day in your neighborhood, at your church or any other organization that you are affiliated with. Maybe a business would welcome you to wrap for their employees.
- Sending thank you notes to those involved such as volunteers and merchants and malls is appreciated.
- If you have internet access, you can take donations by credit card simply by entering in the information on the Foundation’s donate page. Under special event, list “WFI” and your wrapping location.

### Resources

**Schools:** There are several ways to get area schools involved. Students and faculty can pull together and wrap during lunchtime or after school. Some school graduations requirements, honors programs, and civic clubs require community service and this is an excellent way to earn hours. Students of all abilities can be reached at schools. See Exhibit 5.

**Organization or Group Volunteers:** Contact local Boy Scouts, Girl Scouts and Church organizations to see if they can schedule a few days to wrap during the holiday season. See Exhibit 5.

### Wrapping For Inclusion Timeline for Area Coordinators

<b>Deadline</b>	<b>Event</b>	<b>Person Responsible</b>
2-3 months prior to wrapping	Get Organized/Outline Plan	Area Coordinator
2-3 months prior to wrapping	Recruit Volunteer Wrappers	Area Coordinator
September	Secure Wrapping Locations	Area Coordinator
<b>October 15</b>	Submit Wrapping Locations	State Coordinator
November 1	Secure Supplies	Area Coordinator
Week Prior to Wrapping	Distribute Supplies	Area Coordinator

November	Begin Wrapping	All Volunteers
November 16	Submit Contributions	Area Coordinator
November 30	Submit Contributions	Area Coordinator
December 14	Submit Contributions	Area Coordinator
December 31 (or Friday prior if the 31 <sup>st</sup> falls on a Saturday, Sunday, or Monday)	Submit Final Contributions and Volunteer Hours	Area Coordinator
December 31	Submit Evaluation	Area Coordinator
January 15	Final Results posted at <a href="http://www.inclusionproject.org">www.inclusionproject.org</a>	National Inclusion Project
January 15	Send Thank You Notes to Volunteers	Area Coordinator

# **EXHIBITS**

**Exhibit 1—Merchant Letter (Available online as a Word Document that you can modify)**



YOUR NAME  
YOUR ADDRESS  
YOUR CITY, STATE, ZIP  
YOUR TELEPHONE  
YOUR E-MAIL

CONTACT NAME  
COMPANY/MALL/STORE NAME  
ADDRESS  
STATE, CITY, ZIP

INSERT DATE HERE

Dear INSERT NAME HERE,

This winter the National Inclusion Project is sponsoring “Wrapping for Inclusion” a nationwide holiday fundraiser. Volunteers of the National Inclusion Project would like to set up a gift wrapping table at your store this holiday season. In exchange for wrapping gifts, we will collect donations that will benefit children with disabilities across the country.

Monies raised will help fund projects of the National Inclusion Project including its Let’s ALL Play initiative that will bring programs of inclusion to children’s organizations nationwide. Please visit [www.inclusionproject.org](http://www.inclusionproject.org) for more information.

The National Inclusion Project grew out of the relationship between Clay Aiken and Diane Bubel and Diane’s then 13-year-old son, Mike who had been diagnosed with autism. The bond between them grew strong as they shared a vision of a world where children like Mike could be fully immersed in society. They had both witnessed children with disabilities repeatedly turned away from activities opened to typical children.

The National Inclusion Project serves to bridge the gap that exists between young people with special needs and the world around them. We will support communities with inclusive programs and together create awareness about the possibilities that inclusion can bring.

I have enclosed information on the National Inclusion Project and Wrapping for Inclusion for you. I hope that we can work together this holiday season to enrich the lives of children with disabilities. I will call you in a few days to follow up and see if there are any additional questions I can answer for you.

I thank you very much for your time and consideration. I truly hope that Wrapping for Inclusion and the National Inclusion Project can be a part of your holiday gift wrapping season.

Sincerely,

SIGN YOUR NAME HERE  
YOUR NAME TYPED

PO Box 110104 – Research Triangle Park, NC 27709  
Phone: 919.314.5540 – Fax: 919.314.5541  
[www.inclusionproject.org](http://www.inclusionproject.org)



## **Exhibit 2—Script for Calling Malls, Stores, Etc.**

This is a possible script that you can use when calling a mall or store to inquire if they will allow you to have a wrapping booth there. Please remember that this is simply a guideline for you to follow.

*"Hi, I'm a volunteer for the National Inclusion Project, founded by entertainer Clay Aiken and Diane Bubel, whose main focus is inclusion for children with special needs. We are organizing a national gift wrapping event for this holiday season. We would like to take care of your customer's gift wrapping needs this season."*

The manager will usually take it from there and advise you if this is possible. Should they ask if we are charging for this service, tell them no, but we are requesting donations in exchange for our services.

You will want to discuss gift-wrapping paper and supplies. Most retailers provide the necessary supplies; however, the selection will be limited.

When you secure times and dates for wrapping, please use the form online at [www.inclusionproject.org](http://www.inclusionproject.org) to submit your wrapping location.

**Wrapping locations must be identified by October 15 in order to obtain the necessary permits.** Please contact us if there are any problems with meeting this deadline.

## **Exhibit 3—Merchant FAQ**

### **Can you tell me about the National Inclusion Project?**

The National Inclusion Project serves to bridge the gap that exists between young people with special needs and the world around them. We will support communities with inclusive programs and together create awareness about the possibilities that inclusion can bring.

### **Is the National Inclusion Project a non-profit organization?**

The IRS recognizes the National Inclusion Project, Inc. as a tax-exempt 501(c)(3) organization. (#20-0146446)

### **Will you be charging for your services?**

We wrap for donations only.

### **I have not heard of this organization. Can you tell me more about the organization? What have they done so far?**

The National Inclusion Project was established on July 30, 2003. It is recognized by the IRS as a tax-exempt 501(c)(3) organization.

Since that time, the National Inclusion Project has established itself as a leading voice for inclusion working with a “Who’s who” list of youth organizations – YMCAs, Best Buddies International, Boys & Girls Clubs, CampFire USA, 4H, the ARC – as well as many other local parks and recreation departments, community centers, and privately-run programs. They have also formed partnerships with Johns Hopkins University’s National Center for Summer Learning, the University of Massachusetts-Boston’s Center for Social Development and Education, the University of New Hampshire’s Institute on Disability, the University of Minnesota’s Institute on Community Integration, and the University of North Carolina-Chapel Hill’s Frank Porter Graham Child Development Center. The National Inclusion Project has worked with hundreds of programs, trained numerous staff members and leaders, and provided inclusive opportunities for over 20,000 children.

### **When do you want to wrap gifts?**

The event runs during the Holiday season and we would like to wrap on INSERT YOUR PREFERRED DATE HERE. (If your date is taken ask when they have openings. The goal is to get a date.) Please let us know if you would like to wrap on dates other than the dates listed above. We will make exceptions if possible.

### **We already have all of our time slots filled for this year. Sorry.**

Thank you very much for your time. Is there a list that we can get on to be considered for next year?

### **Will you bring your own supplies?**

If supplies are not provided we will bring our own supplies to do the wrapping.

### **Will you be handing out literature?**

We will have flyers and handouts that people can take to learn more about the National Inclusion Project if they wish.

### **Will Clay be there?**

While this event is being sponsored by the National Inclusion Project he will not make any appearances at the wrapping booths.

**Will the money raised stay in this community?**

\*Please check to see if we have a program in your community.

The money raised through this project will help fund the National Inclusion Project's Let's ALL Play program that serves children's programs across the nation. In addition, the National Inclusion Project's grant program serves programs across the nation.

\*If they ask a question that you do not have the answer to, please assure them you will find out and contact us at [aronhall@inclusionproject.org](mailto:aronhall@inclusionproject.org).

**Exhibit 4—Store Announcement**

On the days you are wrapping, provide the store with the following so they can advertise your efforts over their Public Address system. Feel free to modify this announcement to make it more specific to your group or store location.

“Attention Holiday Shoppers, take the gifts you’re buying today home already wrapped. Stop by the Wrapping For Inclusion booth in (part of store). Volunteers would be happy to wrap your presents. While you’re there, find out more about the National Inclusion Project and including children with disabilities. Happy Holidays!”

**Exhibit 5—School/Community Letter (Available online as a Word document you can modify)**



YOUR NAME  
YOUR ADDRESS  
YOUR CITY, STATE, ZIP  
YOUR TELEPHONE  
YOUR E-MAIL

CONTACT NAME  
SCHOOL NAME  
ADDRESS  
STATE, CITY, ZIP

INSERT DATE HERE

Dear INSERT NAME HERE,

This winter the National Inclusion Project is sponsoring “Wrapping for Inclusion” a nationwide holiday fundraiser. Volunteers of the National Inclusion Project will set up a gift wrapping tables at stores and malls across the country and wrap gifts in exchange for donations. The donations collected will benefit children with and without disabilities nationwide.

I want your school involved in this great project! Teams of students, teachers, and parents can team up to wrap gifts and give the gift of their time this holiday season. It is easy to get involved, and people can wrap for a few hours on only one day, or volunteer over a period of several weeks. The project is very flexible and people of all age and abilities can be involved together.

The National Inclusion Project was established on July 30, 2003. It is recognized by the IRS as a tax-exempt 501(c)(3) organization. Since that time, the National Inclusion Project has established itself as a leading voice for inclusion working with a “Who’s who” list of youth organizations – YMCAs, Best Buddies International, Boys & Girls Clubs, CampFire USA, 4H, the ARC – as well as many other local parks and recreation departments, community centers, and privately-run programs. They have also formed partnerships with Johns Hopkins University’s National Center for Summer Learning, the University of Massachusetts-Boston’s Center for Social Development and Education, the University of New Hampshire’s Institute on Disability, the University of Minnesota’s Institute on Community Integration, and the University of North Carolina-Chapel Hill’s Frank Porter Graham Child Development Center. The National Inclusion Project has worked with hundreds of programs, trained numerous staff members and leaders, and provided inclusive opportunities for over 20,000 children.

The National Inclusion Project serves to bridge the gap that exists between young people with special needs and the world around them. We will support communities with inclusive programs and together create awareness about the possibilities that inclusion can bring.

I have enclosed information on the National Inclusion Project and Wrapping for Inclusion for you. I hope that we can work together this holiday season to enrich the lives of children with disabilities. I will call you in a few days to follow up and see if there are any additional questions I can answer for you.

I thank you very much for your time and consideration. I truly hope that Wrapping for Inclusion and the National Inclusion Project can be a part of your school’s holiday season.

Sincerely,

SIGN YOUR NAME HERE  
YOUR NAME TYPED

PO Box 110104 – Research Triangle Park, NC 27709  
Phone: 919.314.5540 – Fax: 919.314.5541  
[www.inclusionproject.org](http://www.inclusionproject.org)

**Exhibit 6—Wrapper Information Sheet**

<b>Name:</b>		
<b>Address:</b>		
<b>Phone Number:</b>		
<b>E-mail Address:</b>		
<b>Preferred form of Contact (circle one):</b>	<b>Phone</b>	<b>e-mail</b>
<b>Can you wrap on weekends? (circle one):</b>	<b>Yes</b>	<b>No</b>
<b>Can you wrap weekdays 8 AM-5 PM?</b>	<b>Yes</b>	<b>No</b>
<b>Can you wrap weekday nights 6-10 PM?</b>	<b>Yes</b>	<b>No</b>
<b>Any days you ARE NOT available to wrap?</b>		
<b>Misc. Information or Comments:</b>		

### Exhibit 7—Daily Wrapping Tally Sheet for Donations

### ***Daily Wrapping Tally Sheet (Donations)***

**Week of :** \_\_\_\_\_

**Area Coordinator:** \_\_\_\_\_

**City, State:** \_\_\_\_\_

**Wrapping Location:** \_\_\_\_\_

[illegible]



***Thank you for your contribution. In order to receive a receipt for tax purposes, please fill out the following information.***

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Amount Contributed:** \_\_\_\_\_ **Date of Donation:** \_\_\_\_\_

**The WFI Coordinator at your station will send in this form along with the contribution.**

PO Box 110104 – Research Triangle Park, NC 27709  
Phone: 919.314.5540 – Fax: 919.314.5541  
[www.inclusionproject.org](http://www.inclusionproject.org)

Exhibit 9—Area Coordinators: Use this form for anyone who needs documentation of community service. (Example: a high school student working for graduation credit.) This form does not get returned to us. This form is also available online as a Word document.

***Verification of Volunteer Hours***  
***The National Inclusion Project***  
***Wrapping for Inclusion***



This is to certify that \_\_\_\_\_ volunteered for  
(First and Last Name)

\_\_\_\_\_ hours on \_\_\_\_\_  
(# of hours) (Date(s) volunteered)

\_\_\_\_\_ for the National Inclusion Project Fundraiser,  
Wrapping for Inclusion.

Signature: \_\_\_\_\_  
(Area Coordinator for Wrapping for Inclusion)

Exhibit 10—Daily Sign-In Sheet.

This form does not come back to us. Please combine results in Exhibit 11.

Date: \_\_\_\_\_

Area Coordinator Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Wrapping Location: \_\_\_\_\_

Volunteer Name	Number of Hours Worked
1. <i>Ann Jones</i>	<i>4 hours</i>
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	



**Area Coordinator Name:** \_\_\_\_\_

**Wrapping Location:** \_\_\_\_\_

[illegible]

***The National Inclusion Project***  
***Wrapping for Inclusion***



In Recognition of the time and effort put forth,

is hereby commended for volunteering for  
Wrapping For Inclusion.

---

Area Coordinator

---

Date

## Wrapping for Inclusion Evaluation Form

Thank you for participating in the National Inclusion Project's Wrapping for Inclusion Awareness Fundraising Campaign. We would like to hear any suggestions or comments you may have that would help us make Wrapping for Inclusion better. Once you have completed the form, please return it to [aronhall@inclusionproject.org](mailto:aronhall@inclusionproject.org) or mail it to our address.

Volunteer Name: \_\_\_\_\_

Area Coordinator's Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Wrapping Location: \_\_\_\_\_

Date(s)/Time(s) of Wrapping: \_\_\_\_\_

1. *Location:* What did you think of your wrapping location? (Was it conducive to the project, did you have good cooperation from management? Good location, etc.)
2. *Set up:* How was the ease of set-up? (Organization of items needed for set-up as well as display information)
3. *Donation Process:* How well did the donation process work from collection of donations to sending them off to the Foundation?
4. *Wrapping:* How well do you feel the wrapping went? What could have been done to make it easier or better?

5. *Project Overview*: Please share what you felt was good about the WFI project?

6. What do you feel should be changed about the WFI project?

7. What suggestions do you have for making the WFI project better in the future?

Thank you for your input. We look forward to making next year's WFI project bigger and better with your continued support and involvement.