

# Happy Holidays with Our House

## Guidelines for Giving



We are truly thankful that you have chosen Our House and the families we serve as your place for charitable giving this holiday season. Please read carefully the following guidelines to help make the process of distributing these gifts to families a little easier.

1. Gift drop off begins Wednesday, November 30, 2011. Please either call in advance to schedule your drop off time or drop-off items between 10am – 4pm Monday through Friday.
2. Gifts must be received no later than Wednesday, December 14, 2011 at 4:00pm.
3. All gifts must be new and in original package.
4. Gifts should **not** be wrapped, however, wrapping paper, gift boxes, or bags are appreciated.
5. Should you decide to purchase toys along with items from the “Essential Needs List”, we would prefer that you not purchase items that encourage violence or require a computer or internet connection.
6. Please no stuffed animals.

Thank you so much for your participation. We look forward to working with you.

### **Our House**

**Mailing Address**  
PO Box 1304  
Decatur, GA 30031

404-378-0938 phone  
404-378-1060 fax

**Physical Address**  
711 S. Columbia Drive  
Decatur, GA 30030