Dear Parent or Guardian,

**Christmas Shoe Box Appeal – Monday 5th November**

Everyone loves to receive a present at Christmas. But for many vulnerable children and families in Southeast Europe Christmas serves as a reminder of their isolation and poverty. This year the church/business/community group has decided to support a Christmas box appeal run by FSCI (www.fscinet.org, reg. charity in England & Wales 1107914) to try and help some of the poorest people in Europe to have a more joyful Christmas. We can take action by filling shoeboxes with appropriate items and sending them to people in need and we thought we could find a lower-cost way to help busy families at home and give all our children the chance to experience the joy of giving unconditionally.

Instead of asking everyone if you could make a box each we are asking you to bring in items into our church/business/community group. Together with this letter is a list of items. Simply choose one of these items (or two, or four, it’s up to you!) to purchase/provide and bring them in. For example, buying a bulk bag of sweets, such as Haribo, which can then be subdivided between several boxes, is a cost effective way of contributing. Same goes with the many of the other items on the list.

Not all items have to be new, but they should be in good, working condition, so toys that are no longer played with could also be brought in, if they meet these criteria. Please bring items in by Monday 5th November. We will also need shoeboxes and wrapping paper to cover them with, so don’t throw away the box when you next buy a pair of shoes (max size 395mm long x 240mm wide x 118mm deep)…

We will spend some time making up the boxes at church/business/community group; time and venue to tba. We would love to make up at least N boxes (although it would be fantastic if we could do more than that!). This will ensure that everybody will have the chance to join in preparing a box.

Please let us know if you could join us to help wrap the boxes too.

Thank you,

From: X