

2023 Christmas Toy Appeal

It's that time of the year again when we're all busy getting ready for the Christmas festivities.

Here are the details you will need for requesting toys this year.

There will be a choice of two spreadsheets, one Bulk and one Individual.

On the **Bulk spreadsheet** you will be asked to supply the number of boys/girls/non binary and ages.

On the **Individual spreadsheet** you will be asked to supply the name of the family, number of boys/girls/non binary and their ages.

On receipt of this letter, please email Kath at Kath.c@teessidecharity.org.uk with the following information, then once we have received your request, the spreadsheets will be emailed to you to input relevant information:

* organisation/charity name
* your name
* a contact email address
* an up-to-date mobile number
* full postal address
* which spreadsheet you require

**It is most important that you fill in all contact details when filling in the required spreadsheet**.

We will be providing gifts for children up to the age of and including **16 years old.**

The **closing date** for requests will be **Thursday 30th November 2023.** If we receive an unprecedented number of applications, we reserve the right to close the requests at any given time. Please do not delay or wait until last minute.

**Collection day** will be **Thursday 7th** and **Friday 8th December** between 11am and 3pmat **Mandale Homes,** Mandale Park, Urlay Nook Rd, Stockton-on-Tees TS16 0TA. You will be advised of the storage unit number closer to the collection day.

If you have any difficulties completing the form or have any general enquiries do not hesitate to contact Kath via mobile or email.

**Kath 07482 125281**