

Sanger Blue Santa Program: Process and Procedure Document

Overview: The Blue Santa Program is a charitable initiative led by local police departments to provide holiday gifts and support to underprivileged children and families within their communities. Originating in 1984 with the Houston Police Department, the program has expanded to various cities, each tailoring it to their specific community needs.

In many areas, such as San Antonio and Celina, Texas, the program involves collaboration between police officers, local businesses, organizations, and volunteers to collect toys, clothing, food, and monetary donations. These contributions are then distributed to families identified through partnerships with local schools and community services, ensuring that children who might otherwise go without during the holiday season receive gifts and support.

The overarching mission of the Blue Santa Program is to foster a stronger bond between law enforcement and the communities they serve, bring hope and joy to families during the holidays, and demonstrate a commitment to community well-being.

Sanger's Blue Santa Purpose: The Sanger Blue Santa Program is dedicated to providing assistance to children in need within the Sanger ISD school system during the holiday season. This document outlines the process and procedures for identifying recipients, managing donations, and coordinating the distribution of gifts and resources.

1. Program Coordination:

- The Sanger Blue Santa Program is managed by the City of Sanger in collaboration with the Sanger Education Foundation and Sanger ISD schools and counselors.
- A designated Program Coordinator from the City of Sanger will oversee the program's implementation and ensure compliance with this document.

2. Identifying Children in Need:

- Sanger ISD counselors will play a central role in identifying children who may benefit from the program.
- Counselors will submit a list of eligible children, including:
 - Age, gender, and grade level.
 - Specific needs or requested items.
 - Family contact information for coordination (if necessary).
- All information shared will be handled with confidentiality and used solely for the purposes of the program.

3. Donations:

- **Cash Donations:**

- All cash donations will be directed to the Sanger Education Foundation.
- The foundation will manage the funds and make payments to vendors on behalf of the City of Sanger for any purchases related to the program.

- **In-Kind Donations:**

- Donations of toys, clothing, and other items will be collected at designated drop-off locations. (Sanger Marketing Office, Sanger Police Department, City Hall, Sanger Public Library, or Sanger Fire Department)
- A detailed inventory of in-kind donations will be maintained.

- **Toy and Gift Card Donations:**

- All toy donations or gift card donations will be handled by the City of Sanger.
- The City of Sanger will follow the purchasing guidelines outlined in the City of Sanger Purchasing Policy.

4. Gift Purchasing and Distribution:

- **Purchasing:**

- Cash donations will be used to purchase gifts or essential items for identified children.
- The Sanger Education Foundation will handle vendor payments.
- Vendors will be selected based on availability, cost-effectiveness, and quality of goods.
- The City of Sanger will oversee purchases of toy and gift card donations per the purchasing policy.

- **Sorting and Wrapping:**

- Volunteers will sort and wrap gifts according to the children's needs and preferences.
- Each gift will be labeled with the child's unique identifier to maintain privacy.

- **Distribution:**

- Gifts will be distributed discreetly, either through counselors or direct delivery, ensuring minimal disruption to the recipients and their families.

5. Volunteer Management:

- Volunteers will be recruited to assist with sorting, wrapping, and distribution.
- All volunteers must sign confidentiality agreements and adhere to the program's privacy policies.

- Training sessions will be conducted to ensure volunteers understand their roles and responsibilities.

6. Reporting and Accountability:

- A financial report detailing the use of funds will be prepared by the Sanger Education Foundation and shared with the City of Sanger.
- An end-of-program summary will be created to evaluate success and gather feedback for improvement.
- Records of recipients, donations, and expenditures will be securely maintained for accountability.

7. Key Contacts:

- **Program Coordinator:** Donna Green (469) 559-5876
- **Sanger ISD Liaison:** Dr. Ann Hughes annhughes@sangerisd.net
- **Sanger Education Foundation Contact:** Valerie Foster, vfoster@sangereducationfoundation.org
- **City of Sanger Contacts:**
 - Donna Green (Primary Contact)
 - Backups: Ryan Nolting, Blake Junker, Chief of Police Tyson Cheek

8. Timeline:

- **June:** Program planning begins, and donation collection starts.
- **November:** Lists of children are finalized, and purchasing begins.
- **Early December:** Sorting, wrapping, and preparation for distribution.
- **Mid-December:** Gifts are distributed to families.

Conclusion: The Sanger Blue Santa Program aims to bring joy and support to children in need within the Sanger ISD community. By working together with Sanger ISD counselors, the Sanger Education Foundation, and community volunteers, we can make a meaningful difference during the holiday season.