



Santa's Workshop (SWS) 2010
Building 50001, Tax Center at Clear Creek Commissary
287-TOYS

WHAT IS SANTA'S WORKSHOP?

Santa's Workshop is a private non-profit organization that is operated solely by volunteers. Our mission is to provide toys for military families who are in financial need during the holiday season. Last year we helped over 1400 families and 3,500 children have a very happy holiday. What sets our organization apart from many others is the family's ability to come in and shop our shelves for toys that they think their children may like. Families are able to pick out two brand-new toys and one book for each child. In addition to the toys, each family can also choose one game to promote family time.

WHO IS ELIGIBLE?

Applicants must be active-duty military, to include active Guard and Reserves; retired military; or DA civilian families with dependent children between the ages of six months and 12 years by December 25, 2011.

HOW DO FAMILIES APPLY?

Families apply to SWS through the unit Command Financial Specialist (CFS). Each CFS should coordinate with his/her commander, First Sergeant, the unit's Chaplain, and Family Readiness Group (FRG) leadership as applicable to ensure that all eligible families are identified and assisted with the application process. Application forms are available at www.swsfh.com. All applications must be signed by the unit CFS and one of the following: company commander, First Sergeant, Chaplain, or Rear Detachment Commander. There is no limit to the number of applications that may be submitted per unit.

WHAT ARE THE GUIDELINES?

Because our priority is the children, we do not set specific income requirements. Our program is designed for families in financial need *regardless of their income level*. Generally, the CFS will sit down with them and review their financial situation and determine their eligibility. Family members of deployed soldiers are encouraged to apply for the program through the unit's CFS.

WHEN IS THE APPLICATION DEADLINE?

You must establish an internal (Unit) deadline so that applications are turned in to **Santa's Workshop** between Monday, 17 October 2011 and Friday, 21 October 2011. Applications will be accepted from 0900 thru 1200 on turn-in days. Applications may be accepted after the deadline on a case-by-case basis at the discretion of the Applications Manager.

WHEN ARE THE SHOPPING APPOINTMENTS?

The shopping dates for 2011 will be from 5 – 15 December, between the hours of 0900 and 1400, Monday through Friday. Specific Dates will be provided both at Application Turn-In and via email as a reminder after all applications are processed. The CFS will notify families of their appointment times/dates. The family member attending the shopping appointment, whether the soldier or a spouse, must show a military ID. Also, **NO CHILDREN** are allowed in **Santa's Workshop** during the shopping appointment. Anyone arriving with children will be asked to reschedule his/her appointment.

WHERE IS SANTA'S WORKSHOP LOCATED?

We are located in Building 50001, adjacent to the Clear Creek Commissary and share our facility with the Fort Hood Tax Center. We are not open all the time so please try to contact us at **287-TOYS**.

Point of Contact: Rosa McNeely, Applications Manager at: **287-TOYS** or rmmcneely@yahoo.com,
(254) 393-1815, www.swsfh.com