



REGISTRATION INFORMATION

The following terms and conditions will apply to those charitable organizations meeting all of the eligibility requirements.

The Greenbrier's DREAM TREE FOR KIDS program policies:

ELIGIBILITY / PAPERWORK:

- Charitable organization must submit the following (5) documents:
 - Registration Form (page 2 of this packet)
 - Letter of intent on the organization's official letterhead
 - A copy of the letter from IRS that formally verifies your Federal Tax ID (EIN) Number
 - A copy of your organization's IRS determination letter, which you received when you were accepted as a 501(c)(3) tax-exempt entity
 - Completed Part IV of Form 8283 (PDF available at www.greenbrier.com/DreamTree)
- Participation packet must be **postmarked by Tuesday September 8, 2020** in order to be included for consideration in the 2020 distribution. Please send ALL (5) of the above listed documents to the following address:
The Greenbrier Resort
Attn: Special Events, Alyssa Hill
101 Main Street, West
White Sulphur Springs, WV 24986
- Upon receipt of your application, an e-mail will be sent to the e-mail address listed on the registration form to verify we have received your registration. If you do not receive an e-mail, please e-mail dreamtreeforkids@greenbrier.com for a status update.
- Prior to **5:00pm on Tuesday, September 22, 2019** you will receive an e-mail stating the number of gifts your organization has been selected to receive, the number of Volunteer Hours your group will be responsible to fulfill and details regarding distribution day. Fulfilling these hours will be the last step in the application process. Failure to complete these volunteer hours will directly affect your organization's request.

VOLUNTEER HOURS:

- Organizations requesting gifts (wrapped or un-wrapped) will be required to volunteer during the project:
 - Organizations are required to volunteer for 1 hour per 100 gifts they are selected to receive.
 - Volunteer Hour sign-ups are first come, first serve. Should you request a time slot that has already reached its maximum, you will be asked to reschedule. We suggest you sign-up for volunteer hours as soon as possible to ensure your group is able to be accommodated.
 - At this time, Volunteer hours for preparing wrapped gifts will take place between November 1–24, 2020 and unwrapped gifts between November 30 - December 13, 2020.
 - A calendar of the 2020 Wrapping Schedule can be found by visiting www.greenbrier.com/DreamTree
 - Please register your party 72-hours in advance of each shift by e-mailing dreamtreeforkids@greenbrier.com
 - If you would like to register within the 72-hour window, please contact us via email at dreamtreeforkids@greenbrier.com
 - Include the registered group's name, number of people attending and contact information in case we need to reach you.
 - Organizations are responsible for signing in for each shift. Volunteer hours will be tracked.
 - We ask for no one under the age of 15 years old to come to volunteer hours.
 - Please limit groups to no more than 10 volunteers.

VOLUNTEER INFORMATION:

- Location:
 - Wrapping locations are to be determined at a later date.
 - Food & Beverage:
 - Volunteers are permitted to bring bottled beverage and / or snack with them during volunteer hours.
- Parking:
 - Parking for volunteer shifts will be determined once wrapping location is decided.

COVID-19

- In order to comply with guidelines from the CDC and state officials, a number of new procedures will be in place this year. The number of volunteers on a given day will be limited, workstations will be properly distanced and water and coffee will not be served. Please plan accordingly. Volunteers are also asked to wear masks while on The Greenbrier property, and like anyone who enters the property, they will be temperature screened upon entrance. Other regulations may be implemented as new information and guidelines are received.



REGISTRATION FORM

To register, please return the signed registration information form along with additional requested materials.

DISTRIBUTION:

- Gifts will be distributed on **Wednesday, December 16, 2020**. Please indicate ALL of the times you are available for gift pick-up below:
 - ___ 9:00am
 - ___ 12:00pm
 - ___ 3:00pm
 - ___ 10:00am
 - ___ 1:00pm
 - ___ 4:00pm
 - ___ 11:00am
 - ___ 2:00pm
 - ___ 5:00pm
- Additional information (i.e. vehicle size & pick-up contact name / cell phone number) will be required to be submitted by the organization prior to distribution.

GIFT REQUEST:

- The organization is requesting the following number of toys for the 2020 Holiday Season:

	MALE	FEMALE
Infant (0 – 1 year)		
Toddler (2 years – 4 years)		
Child (5 years – 7 years)		
Pre-Teen (8 years – 12 years)		
Teen (13 years – 15 years)		

The Greenbrier cannot guarantee the exact fulfillment of your above requests

- The organization would prefer donated gifts to be: wrapped un-wrapped either
- Does your organization seek donations from other sources to assist with it's Holiday Project:
 - Yes, we seek donations from other sources
 - No, the Dream Tree is the only project we receive gifts from

MISCELLANEOUS:

- Charitable organizations will not use The Greenbrier logos, images or name without written approval from The Greenbrier.
- Wrapped gifts will be marked with the gender & age for which the gift is appropriate

CONTACT INFORMATION & AUTHORIZATION:

Organization Name: _____

Organization Address: _____

Contact Name: _____ Contact Title: _____

Contact Phone: _____ Contact Email: _____

I, the undersigned representative of _____ have read and understand the terms, conditions and policies for The Greenbrier's DREAM TREE FOR KIDS program as described in this document, and hereby agree to them. The information supplied in the application form and in this participation confirmation form is true and affirms the tax information to be correct and current.

Authorized Signature

Print Name

Date Signed