



OFFICE OR COMPANY SECRET SANTA GUIDE

Bringing The Magic of Christmas for 11 years to Local Children in Need!

Step 1 - Visit our Christmas Portal; www.glasgowsspiritofchristmas.org.uk to pledge a gift.

Step 2 – Choose a charity from our participating partners, share our poster with staff and check how many want to be a child's Secret Santa to determine the total quantity of gifts, child genders and age groups to donate from the lists of referred children.

Step 3 – Enter your donation and click continue to receive an email confirmation. You will receive a confirmation reference number with details of your gift pledge and where and when to deliver your Gifts Made with Love. Each member of staff will be allocated a child. Please **DO NOT PLEDGE UNLESS** you plan to deliver your gifts to ensure no child goes without this year. These are referred children receiving and requiring support this year.

Step 4 - Alternatively gather in gift pledges from staff first before pledging your donation.

Step 5 – Provide each member of staff with the Office Secret Santa Gift Guide below;

IDEAS ON HOW TO CREATE A GIFT MADE WITH LOVE

- Each Gift Made With Love can be placed into a festive Christmas Gift Bag.
- Write the gender, age group and the donation reference number on the gift tag for identification purposes when delivering your gifts to your charity of choice.
- Fill your gift bag with relevant and age appropriate gifts (see suggestions below).

***** PLEASE DO NOT WRAP INDIVIDUAL ITEMS AS THEY NEED TO BE CHECKED FOR HEALTH AND SAFETY *****

**IMPORTANT: Please note we can only accept gifts which are new items.
Please avoid any weapon type toys such as guns or knives.**

Don't forget to join our Facebook Community group to share your team's spirit of Christmas at www.facebook.com/groups/613947025394004



Choose an item from each Category for gift ideas

- Xmas festive treat(s) - selection box, chocolate santa/reindeer, chocolate coins, candy canes, box of chocolates or festive biscuits.
- Something to love - teddy bear, soft plush toy etc.
- Toys to play with – relevant aged board game, action figure, doll, play set, latest toy, puzzle, rubik cube, football, magic set, trains/cars, activity set.
- Items for art / creative play – painting kit, drawing kit and pad, colouring in book and pens, building kits, bracelet /jewellery making kits, sand kit.
- Something to wear - Pj's, t-shirt, underwear, warm socks or tights, gloves, scarf, beanie/hat, jumper, trousers, top, dress, slippers, winter jacket.
- Something to read - book relevant to age range, Guinness Book of Records, Annual 2026, comic, puzzle book, sports book,
- Item accessories - watch, fleece covered hot water bottle, fleecy blanket, headphones, earphones, water bottle, bag pack, wallet, earrings, necklace, bangles, handbag, toiletries bag, hairdryer, straighteners.
- Personal Care - deodorant spray or gift set, shower gel, fragrance, hairbrush, scrunches, lip gloss, makeup kit, nail enamel.
- Additional ideas for Teens - cinema voucher, restaurant voucher, experience voucher

THANK YOU FOR YOUR KIND DONATIONS,
TOGETHER WE CAN PROTECT THE MAGIC OF CHRISTMAS AND MAKE A
DIFFERENCE FOR LOCAL CHILDREN SUFFERING HARDSHIP OR POVERTY THIS YEAR!

Cultivating Mindfulness is a Scottish Charitable Incorporated Organisation
Registered Charity Number SC048634