



2023 CHRISTMAS CLEARINGHOUSE KEY DATES AND REMINDERS FOR PARTNER AGENCIES

- **Thursday, October 5th** – CCH Kickoff Meeting.

*Partner agencies may start taking applications for their OWN CLIENTS once the **CCH Partner Agency Agreement (online)** has been received by HandsOn River Region. Please turn in agency agreements by **Tuesday, October 10th at 5 p.m.***

**Each program of an agency must complete a separate Partner Agency Agreement!*

- *Once HandsOn River Region has received your agreement, they will provide you with the application link and password.*
- **No incomplete applications will be accepted.** Please review the application for missing information before submitting it! All applications must be completed ONLINE. No paper applications, faxed applications, etc. will be accepted.
- **Tuesday, November 15th - DEADLINE TO TURN IN ALL CLIENT APPLICATIONS.**
- **Thursday, November 23rd** – Happy Thanksgiving! (Office closes at noon on Wednesday, Nov 22nd and will re-open on Monday, November 27th).
- **Friday, December 15th** - Christmas Clearinghouse closes. This is the final day for all Christmas Clearinghouse activities.
- **Wednesday, December 20th** – This is the last day HandsOn River Region staff will be in the office until January 3, 2024.

TOYS FOR TOTS AGENCIES:

- Toys will coordinate pick-up dates for items for Tots.
- **DO NOT SCHEDULE YOUR EVENT/PICK-UP DATES BEFORE Saturday, DECEMBER 16th.** Toys for Tots pick-up dates will run from December 11th through December 15th.
- **The timeline for CCH applies to Toys for Tots.** All Toys for Tots agencies will complete a CCH Partner Agency Agreement online before they will be approved and receive access to the Toys for Tots application portal.

PLEASE CONTACT THE FOLLOWING EMAIL ADDRESSES SHOULD YOU HAVE ANY QUESTIONS OR ISSUES.

WE ARE NOT ALWAYS IN THE OFFICE, SO EMAIL IS THE BEST FORM OF COMMUNICATION!

Christmas Clearinghouse email for agencies: christmas@handsonriverregion.org

Toys for Tots agencies: t4tapps@handsonriverregion.org