



CHRISTMAS CLEARINGHOUSE KEY DATES AND REMINDERS FOR PARTNER AGENCIES

- **Thursday, September 29th** – 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. Once HandsOn River Region has received your application, they will provide you with application link and password. Please turn in applications between **September 27th – October 5th**.*

- If you are taking public referrals, please begin the registration process **no later than Tuesday, October 11th**. Information will be shared with callers, through 2-1-1, about when and where to register. *The CCH Partner Agency Agreement must be completed and approved before individual applications can be accepted through HandsOn River Region.*
- *No incomplete applications will be accepted.* All applications must be completed ONLINE. No paper applications, faxed applications, etc. will be accepted.
- **Friday, November 11th - DEADLINE TO TURN IN ALL INDIVIDUAL APPLICATIONS.**
- **Thursday, November 24th** – Happy Thanksgiving! (Office closes at noon on Wednesday, Nov 23rd and will re-open, Monday, November 28th).
- **Wednesday, December 14th** - Christmas Clearinghouse closes. This is the final day for all Christmas Clearinghouse activities.
- **Tuesday, December 20th** – This is the last day HandsOn River Region staff will be in the office until January 2, 2023.

TOYS FOR TOTS AGENCIES:

- Pick-up dates for items will be coordinated by Toys for Tots.
- **DO NOT SCHEDULE YOUR EVENT/PICK-UP DATES BEFORE Monday, DECEMBER 19th.** Toys for Tots pick up dates will run December 14th through December 18th.
- **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 MAKE CONTACT TO 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