** OPERATION ANGEL TREE**

**HOMEBASE REPRESENTATIVE RESPONSIBILTIES**

Student Council representatives will be leading this activity. Their responsibilities will include:

* Introducing homebases to the project **no later than** November 17. Make arrangements with your homebase teacher for this. Reps from your team may do it as a group if you have a whole-team activity planned in the auditorium.
* Posting information in classrooms.
* Providing daily encouragement for participation, November 28-December 13
* Collecting donations in the stocking on a **DAILY** basis at the start of homebase and giving it to **ONE** representative from your team, who will take it to Mrs. Dede’s room (Room 163) each day, but **ALL** homebases must be checked for money. ***ONLY ONE*** student from the team should go to Mrs. Dede’s room.
* Distributing angels for peers to decorate when they make a donation.
* Collecting angels and taking them downstairs to Mr. Hofer in room 138. Alerting Mr. Hofer when their homebase needs more angels.

Important dates:

* **December 14**: Field trip to Target 1:15-3:45 p.m. Be sure to make transportation arrangements BEFORE this date. There is a 4:00 bus that day. Anyone who is still at school at 3:55 must board the activity bus.
* **December 15**: Report to the main lobby **before first period** to help put toys on display. Report to main lobby **after period 7** to assist with loading toys onto Salvation Army vehicles.