

Toys For Tots Committee Policy and Procedures

General Purpose

The Committee's purpose is to collect toys and monetary donations from the Community and give them to the Marine Corps Reserve Toys for Tots Drive.

1. The Committee Chairperson shall contact the Volusia County Toys for Tots coordinators at the beginning of October to determine the plan for the current year.
 - Volusia County Coordinators
 - Alan Nix: 352-553-8445
 - Tarayn Nix: 386-227-7791
2. The Committee shall pick up the donation boxes, posters, and banners from the Toys for Tots warehouse.
 - Deland warehouse
 - 1205 S. Woodland Blvd
 - Deland, FL 32720
3. The Committee shall place the donation boxes, posters, and banners in the Crane Lakes ballroom.
4. The Committee Chairperson shall publish an announcement informing the Community that the Toys for Tots Drive is underway and that donations may be made up to the deadline.
 - Unwrapped new toys for children 1-13 years old may be placed in the donation boxes in the ballroom.
 - Monetary donations in the form of checks made out to 'Crane Lakes HOA' with 'Toys for Tots' in the memo line may be placed in the HOA box outside the gym in the clubhouse. The Committee will use the monetary donations to purchase toys, bicycles, and/or gift cards.
 - The announcement shall be included in the HOA email blast, the Courier, and on appropriate message boards in the clubhouse.
5. The Committee shall monitor the number of toys in the donation boxes and the Committee Chairperson shall contact the Volusia County coordinators when the boxes are full. The coordinators will schedule a time to pick up the full boxes and provide new empty boxes for more toy donations, or the Committee may deliver the full boxes to the Toys for Tots warehouse and pick up new empty boxes. The Committee Chairperson and the Volusia County coordinators will also facilitate a final pick up or delivery soon after the deadline.
6. The Committee shall purchase toys, bicycles, and/or gift cards with the monetary donations received.

7. The Committee Chairperson shall ensure that all monetary donations and purchases are properly recorded.
 - Copies shall be made of all checks donated to the HOA for the Toys for Tots Drive. One copy shall be retained by the Committee Chairperson and a second copy shall be submitted to the HOA Treasurer.
 - Copies shall be made of all receipts for all purchases. One copy shall be retained by the Committee Chairperson and a second copy shall be submitted to the HOA Treasurer.
 - A letter of receipt for all donated gift cards shall be obtained. Copies shall be made of the letter. One copy shall be retained by the Committee Chairperson and a second copy shall be submitted to the HOA Treasurer.
8. After the Toys for Tots Drive is completed, The Committee Chairperson shall publish an announcement informing the Community of the final donation amounts and thanking the Community for their support. The announcement shall be included in the HOA email blast, the Courier, and on appropriate message boards in the clubhouse.

Prepared by:

Pete LaRocca, Committee Liaison and Member

Donna Schedeneck, Committee Chairperson

Date: August 4, 2026

Approved by the Board: August 4, 2026