



MEMORANDUM



Series	Number	Originating Unit	Effective Date	Expiration Date
2007	224	OFC	October 31, 2007	December 25, 2007

Subject:

United States Marine Corps Toys for Tots Campaign

Over the last four years, the members of the DC Fire and EMS Department have collected over 20,000 toys. The success of this campaign has been due to the support of our personnel, family, friends and community members. We would like to help make this holiday season better than ever imagined for as many District children as possible.

The DC Fire and EMS Department has once again collaborated with the United States Marine Corps to participate in the **2007 Toys for Tots Campaign**, collecting toys for underprivileged children from November 18, 2007 through December 24, 2007.

The Department has agreed to serve as Public Drop-Off sites for new unwrapped toys or check/cashier check donations. Collection boxes will be delivered to each facility prior to November 18, along with *Toys for Tots* posters.

The campaign will only accept new, unwrapped toys. They will not accept any toys which may be either used as weapons or considered to be weapons (i.e., toy guns or knives of any kind). The ages of the children served by the campaign range from toddlers to 17 year-olds.

Please, only accept checks made payable to the **TOYS FOR TOTS FOUNDATION**. If a check or cashiers check is donated, the officer in charge will secure it in the Personnel File drawer of the file cabinet, marked "envelope for *Toys for Tots*". Notify Firefighter Jeffrey Coombe (Jeffrey.Coombe@dc.gov) Engine Company 16, Platoon 3 for immediate pick-up of donated toys and money.

Once the collection boxes are delivered to the stations, please line the boxes with a trash bag. Once a bag is full, please seal the bag and secure the bag of toys. Then reline the collection boxes. The bagged toys will make it easier to transport and protect the gifts. We are also accepting volunteers to assist in collecting the toys from the stations and transporting them to Engine Company 16. All help would be greatly appreciated. Please contact Firefighter Jeffrey Coombe for additional information. After the official closing of the campaign, there is a possibility of receiving additional toys from the public. Please collect and secure. All companies will be contacted and the toys will be collected and forwarded to the United States Marine Corps.

If you have any children or an organization that needs to register for toys, or if you need additional information, go to (<http://:dctoysoftots.org>).


Dennis L. Rubin
Fire / EMS Chief