# Radnor Township Parks & Recreation Department





GIFTS ACCEPTED ON GIFT DROP OFF DAY
SATURDAY, NOVEMBER 26 FROM 8:00 AM TO 11:00 AM - RADNOR TOWNSHIP BUILDING

GIFTS WILL ALSO BE ACCEPTED STARTING ON TUESDAY, NOV 1ST THROUGH SATURDAY, NOV 26TH FROM 8:00 AM TO 4:00 PM MONDAY TO FRIDAY

GIFTS <u>WILL NOT</u> BE ACCEPTED AFTER 11:00 AM ON SAT., NOV. 26TH GIFTS WILL NOT BE ACCEPTED DURING SANTA'S DELIVERY ON SUN., DEC. 4TH

Various Radnor Township Departments, Radnor Fire Company, Bryn Mawr Fire Company, other local fire companies, and the Citizens Police Academy have teamed up with Santa to make an early visit to your neighborhood spreading holiday cheer and bringing a special gift to children of those who pre-register their gift. <u>EVENT IS FOR RADNOR TOWNSHIP RESIDENTS ONLY!</u>

\*In the event of unforeseen situations such as those imposed by inclement weather or health and safety issues, Santa's Delivery may be cancelled.



# <u>IMPORTANT REQUIREMENTS:</u>

- Online Registration Required for ALL gifts at <a href="www.radnorrecreation.com">www.radnorrecreation.com</a>
- Gift Size Requirements NO LARGER THAN 6" Length x 6" Width x 6" Height OR YOUR GIFT WILL NOT BE ACCEPTED!



## REQUIREMENTS FOR ONLINE REGISTRATION

- \* Online Registration will open Tuesday, November 1st at www.radnorrecreation.com.
  - If you have not already created an account on <u>www.radnorrecreation.com</u> you will be required to do so before you can register to participate in this event.
- \* Each family MUST complete their own online registration, even if you are participating with multiple families at one location on delivery day.
- \* You must only complete the online registration ONCE for your entire family.
  - Please select a Parent/Guardian as the "Registrant" to begin your family's registration.
  - You will be prompted to enter all children in your family who are receiving gifts into your online registration.
  - You may not register any other children who are not part of your family.
- \* After you complete the online registration, you will need to print your custom form. ONE PRINTED CUSTOM FORM PER FAMILY is required when you drop off your gift(s).
- \* On the last screen of registration 'Thank You!' will appear. Under the 'Order Information' section there will be a link that says 'View/Print Custom Forms'. This is how you access your custom form immediately after online registration is completed.
- \* If you need to access your custom form after you have closed out of your online registration please follow the steps below.
  - Log-in to <u>www.radnorrecreation.com</u>
  - Under 'Account' click 'My Account'
  - Select the Parent/Guardian household member who you used to register for the event.
  - Scroll to the bottom to the 'Custom Forms' section and select 'Santa's Delivery 2022'
  - Print one copy of the custom form and bring it with you to Gift Drop Off. No gifts will be accepted without the custom form.

### **REQUIREMENTS FOR GIFT DROP OFF:**

- One gift per child ONLY
- \* Gift(s) MUST BE NO LARGER THAN 6" Length x 6" Width x 6" Height OR YOUR GIFT WILL NOT BE ACCEPTED
- \* Gifts that exceed these dimensions WILL BE REFUSED and your participation declined, so PLEASE PLAN YOUR GIFT CAREFULLY!
- \* Child's First and Last Name must be <u>clearly printed</u> on each wrapped gift on a gift tag or with a Sharpie.
- \* You MUST bring your printed custom form with you when dropping off the gifts.
- Gift Drop Off will take place at the Radnor Township Building (301 Iven Avenue, Wayne) in the main entrance loop on Saturday, November 26th from 8:00 AM to 11:00 AM.
  - DO NOT park or exit your vehicle for any reason—your gift(s) and custom form must be ready when you arrive.
  - A staff member will greet you in the loop to check your gift(s) and custom form.
  - NO BAGS! Please <u>DO NOT</u> bag your gift(s).

#### **DELIVERY DAY - SUNDAY, DECEMBER 4**

- Delivery time will not be pre-communicated, but will take place after 12:00 PM.
- Look for lights and listen for sirens and be ready when the vehicles are approaching.
  - Apartments will have a pre-communicated meeting location.
- \* If you are not home at delivery, your gift will be left at your home (unless arrangements have been made otherwise).

<u>QUESTIONS/VOLUNTEER?</u> 610-688-5600 EXT. 190 <u>RECREATION@RADNOR.ORG</u>

Special Thank You to Our Santa's Delivery Event Sponsor:



#### MAKE A CONTRIBUTION, MAKE A CONNECTION!

Make a difference in the lives of our Friends and Neighbors. We will be collecting toys for children in the Radnor community as well as with the Toys For Tots campaign this holiday season. You can drop off your new, unwrapped toy donation to the Radnor Township Building from Nov. 1st - Dec. 3rd.

Be on the lookout for information on additional drive opportunities coming soon!