



2023 Project Leader Timeline

Use this sample timeline to coordinate Operation Christmas Child with your church or group.

More details are available at samaritans-purse.org.uk/occ-project-leader.

	Jan	Feb
Mar	Apr	May
Jun	Jul	Aug

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Earlier In The Year

- Pray continually for the project and for the boys and girls who will receive shoebox gifts.
- Cast vision and discuss a plan to reach your shoebox goal with church or group leadership. Explore what interests and skills that group members have to help with elements of the plan. “Sharing the Vision” and “Project Launch Event” resources are available at samaritans-purse.org.uk/occ-project-leader.
- Consider joining our [Project Leader Facebook](#) page for ideas and encouragement.

September: Finalise Your Plan

- Meet with key volunteers in your church or group to define and divvy responsibilities (signage, promotional table, announcements, dropping off shoebox gifts or arranging collection.)
- Order [free materials](#) (leaflets, posters, etc.) to promote shoebox packing and collection.
- Order any red and green [preprinted shoeboxes](#) you need in advance to allow for availability and shipping.
- Raise awareness by sharing Operation Christmas Child social media stories, using the hashtag #occk.

October: Get The Word Out

- Promote shoebox packing during worship services or events by showing and [Operation Christmas Child video](#) and distributing “How to Pack a Shoebox” leaflets.
- [Feature the project in newsletters, promoting Follow Your Box and Drop-off Locations.](#)
- Set up a promotional table using our [online resources](#).
- Consider registering your interest to [serve at a processing centre](#) as individuals or a group.

November: Collect & Celebrate

- Remind people about [Follow Your Box](#) (online project donation method that provides a barcode for tracking).
- Collect shoebox gifts! Resources are available to help host a [celebration event](#). Share photos with us via social media.
- Drop off your shoeboxes during National Collection Week, **13-20 November**. To find your nearest Drop-off Location visit samaritans-purse.org.uk/DOL or call 0208 559 2044.