

MONTGOMERY COUNTY EMPLOYEES' COMMITTEE 2018



To All Montgomery County Employees:

The Montgomery County Employees Committee is sending out this letter about the Secret Pal Program. We have been doing this program now for several years and we feel this is a great opportunity for you to learn more about the Montgomery County employees!

Participation is as easy as 1 – 2 – 3

1. You send in your information and we match you up with another County employee.
2. ***ONCE A MONTH***, you will send your secret pal a card or gift. This is a requirement to participate in the program. After two months in a row of not sending a gift, you may be removed from the program. Keep in mind it does not need to be expensive! You will want to acknowledge special dates, such as birthdays, anniversaries and holidays.
3. You can arrange for direct delivery to your Secret Pal's office (by yourself or a co-conspirator) or deliver your gift to the County Mail room. Please let the ladies in the mailroom know that you are leaving a gift and to whom it's for. Ask if they would not mind calling that person to let them know that they have a gift waiting for them. **Please make sure that the person's name, department and extension number is on the package.** Do **not** put your name on the package.

AT THE MAILROOMS REQUEST, PLEASE NO PACKAGES DELIVERED ON FRIDAYS! THANK YOU IN ADVANCE FOR YOUR COOPERATION ON THIS ☺

I have attached the fillable form and more information to help you have a successful year as a Secret Pal. Please read it, plagiarize ideas whenever you want, and have fun coming up with your own special original ideas.

If you are no longer able to participate or you are leaving the County, please contact me by email (Catherine.StClair@mctx.org) or by phone at ext. 3507, so I can arrange for your replacement.

Revealing will be done at the Employees Christmas Luncheon in December. You will finally reveal yourself to the employee that you have been sending to all year long.

To participate in this program, fill out the information form and either e-mail Catherine.StClair@mctx.org or inter-office mail it to me. You may contact me at the Purchasing Department Office at extension 3507 with any questions or concerns that you may have.

Thank you,

A handwritten signature in blue ink, appearing to read "Catherine St Clair".

Catherine St Clair

Montgomery County Employees Committee Secret Pal Coordinator

E-Mail: Catherine.StClair@mctx.org

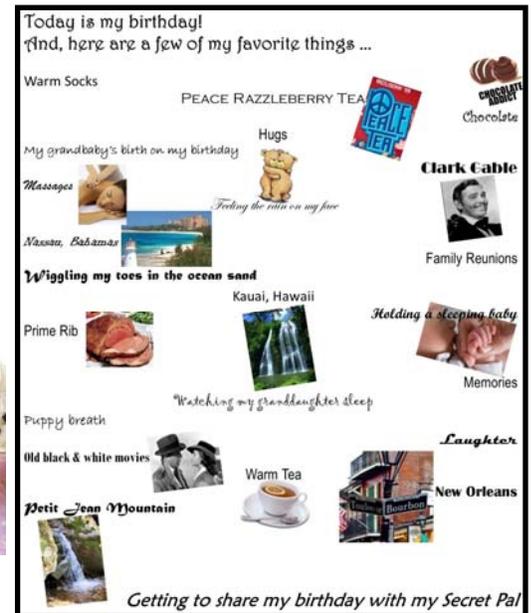
Phone: x3507 (936-538-3507)

SECRET PAL

You are invited to participate in the 2018 Montgomery County Employee Committee's Secret Pal Program. This is a fun activity that allows a mystery person in the shadows to do little things to make you feel special and gives you the chance to reciprocate by nurturing someone, too. As much as I have thoroughly enjoyed the gifts I have received, I equally enjoyed preparing gifts for my Pal, too.

I've seen some very creative ideas shared through this program. I'll share some here.

1. Send a little gift on YOUR OWN birthday. Tell them you are celebrating YOUR birthday with them. Create a little page with a list of your "Favorite Things" and share one or two of your own little creature comforts with you Secret Pal.
2. Share a SECRET. If it's hard to admit that you secretly love Groucho Marx, send them the DVD 'Duck Soup'. If your shameful secret is that you like to drive to Sonic at bedtime to get a Blast, send them a \$5 Sonic gift card and tell them its so they can indulge in your secret with you.



3. When you take a vacation, pick up a souvenir for your Secret Pal. A keychain... a T-shirt... a tote bag... etc. Send them a note telling them how much fun your trip was and share a little piece of it with them.
4. If your Secret Pal is a Diet Dr Pepper addict, drop off a bottle at the front desk of their office with a note saying, "You look thirsty!"



5. If you are as big of a Disney enthusiast as I am, send them a little stuffed Mickey Mouse telling them that magic is all around them.
6. Does your Pal have a dog? Send a little care package for *Spot* with doggie treats.



Ideas can be seasonal, too. Here are some theme ideas for each month. You can set aside one month for your Pal's birthday and another month for your Pal's work anniversary. Plan ahead for the entire year. Set an alarm on your phone for the last week of each month as a reminder to get your Secret Pal gift.

January	Happy New Year!	July	Independence Day (4th)
February	Valentine's Day (14th)	August	Summer Heat
March	Easter (Apr 1st)	September	Back to School!
April	Spring has Sprung!	October	Halloween/Harvest
May	Memorial Day (28th)	November	Thanksgiving
June	School's Out!	December	Winter Wonderland

To participate, you are agreeing to adhere to these guidelines:

1. **Gifts are sent at least once monthly.** You don't have to limit your gifts to only once monthly. You are encouraged to do something nice for your Secret Pal as frequently as you wish. HOWEVER, if your Pal does not receive anything for two months in a row, we reserve the right to remove you from the program.
2. **Gifts should be new or pristine-quality antiques or hand-made items.** Nothing that has been used, scratched up, dusty/dirty, faded, etc. Please use good judgment about what would be an appropriate gift that is not brand-new. (A new tote bag made from a 100-year-old hand-stitched quilt, freshly laundered? GREAT! A pair of house shoes that were only worn a few times? No.)
3. **Make major life events special.** While the gifts can be small, sentimental little gifts most months, please give special consideration to life-events such as birthdays, employment anniversaries, and major holidays. You can find some lovely sentimental gifts for less than \$10 monthly, but give a little extra effort to the special events in your Secret Pal's life.
4. **Mail-Room Delivery Mondays through Thursdays only.** Please do not deliver your Secret Pal gift to the mailroom on Fridays.

Most importantly, find JOY in giving! And make another new friend along the way! Now, go HAVE FUN!

NAME _____ DEPT: _____ EXT: _____

Employment _____ Wedding _____ Birthday _____
 Anniversary (mm/dd/yr): _____ Anniversary (mm/dd/yr): _____ (mm/dd/yr): _____

Favorites

Color _____ Candy _____ Fragrance _____
 Food (entrée) _____ Restaurant _____ Magazine _____
 Snack _____ Flower _____
 Beverages (soft) _____ Beverages (alcohol) _____

Activity - Outdoor

Camping
 Hiking
 Jogging/PowerWalking
 Other _____
 Landscaping/Gardening
 Marathons
 Swimming

Activity - Indoor

Baking/Cooking
 Crochet/Needlepoint
 Quilt/Sew
 Other _____
 Reading
 Watching TV/Movies
 Yoga

Other Hobbies/Interests

Astrology
 Billiards/Pool
 Bowling
 Carpentry
 Professional Sports
 Other (describe) _____
 Ceramics/Pottery
 Decorating
 Genealogy
 Karaoke
 Favorite Team(s): _____
 Mechanics
 Motorcycles
 Nutrition
 Painting
 Performing Arts
 Photography
 Physical Fitness
 Scrapbooking
 Travel

The Winter Holiday I Celebrate

Christmas (Dec 25)
 Hannukkah (Dec 2-10)
 Kwanza (Dec 26-Jan 1)
 Other (describe) _____

Home Décor's color/theme

Office Décor's color/theme

Do you like frames? _____ What colors and/or styles? _____
 Do you like candles? _____ Scents? _____
 What do you collect? _____

Do you like books? Yes No Hardcopy Online _____
 If so, favorite author(s): _____ Amazon? E-Books? _____

What is your favorite kind of music? _____
 Do you prefer CDs or download from iTunes? _____

Do you like live plants? Yes No describe _____
 Do you enjoy arts and crafts projects? Yes No describe _____
 Do you have pets? Yes No describe _____

Something I want to learn more about: _____
 Something about me that most don't know: _____
 Something I am looking forward to in 2018: _____

Are you allergic to anything at all? describe _____
 Is there anything you DON'T want to receive? _____

Anything else you want your Secret Pal to know about you? _____