**Rules for Secret Santa**

**1. Send the email about signing up for the secret Santa (see November file)**

**2. Write the names of everyone participating on a piece of paper and have everyone draw from a hat** 

**3. Set a price limit - $10 is usually a good limit**

**4. Send the email with instructions to all the participants of the secret Santa (see November file)**

**5. There are a couple options about gift giving.**

**a/ You can start the secret Santa a month or so before the staff Christmas party and say that every week, the secret Santa’s have to leave a gift for their recipient. If they don’t want to be caught leaving the gift, they can leave the gift with the staff person organizing it and have them deliver it. At the staff Christmas Party each staff tries to reveal who they think their secret Santa is.**

**b/ Just have one day of gift exchange at the Christmas Party (in this case, the limit can be a bit higher – like $20-$30)**