Secret Santa Gift Exchange

Our Organization's Holiday Party

Here's a special way to help your group members or party guests enjoy giving without getting gifts for everyone.

1. Enter names from your roster or guest list in the column marked "From."

2. Copy and paste the names into the column marked "To."

3. Rearrange the names in the "To" column. You can do this by selecting **Sort** on the **Data** menu.

4. Let everyone know for whom they should buy gifts by cutting out the boxes below and passing them out.

5. Remind everyone that the person they are finding a gift for is to remain a secret!

	From		To
From:	Steven	To:	Kelly
From:	Tom	To:	Mark
From:	Mark	To:	Michael
From:	Molly	To:	Mike