★ OFFICE • TEAM • CLASSROOM ★

# SECRET SANTA ORGANIZER KIT

## Signups, Budget Rules & Reveal Party Games

Run a Secret Santa everyone actually enjoys — no awkward budgets, no mystery allergies, no "wait, who has who?" spreadsheet chaos. Print this sample, post the signup sheet, and let the (kind, funny, entirely HR-friendly) intrigue begin.

### IN THIS SAMPLE KIT


1 • Signup Sheet with wish-list prompts (p. 2)

2 • Wish-List Card — likes, no-gos & sizes (p. 3)

3 • Budget & Rules Agreement Card (p. 4)

4 • Four Anonymous Clue Cards (p. 5)

5 • Reveal Party Game: "The Great Gift Guess-Off" (p. 6)


**HOW IT WORKS: 1) Post the signup sheet by the deadline. 2) Each person fills in a Wish-List Card. 3) Organizer draws names privately and slips each Santa their person's card + clue cards. 4) Everyone signs the Budget & Rules card. 5) Drop clues during the week. 6) Reveal with the game on page 6!**

**SAMPLE KIT — The full kit adds more games, cards, checklists & editable versions.**

Clean-funny tone throughout: festive, kind, and safe for the break room wall.

# SECRET SANTA SIGNUP SHEET

Sign up by the deadline — your Santa thanks you for the hints!

**Organizer:** _____ **Signup deadline:** _____ **Gift exchange date:** _____ **Budget: $** _____ **(see Rules Card)**

*Add your name, then answer the prompts honestly. "Anything is fine" helps nobody — give your Santa at least three real clues. Allergies and no-gos are gifts too: they prevent regifting drama.*

| # | Name (print clearly) | 3 things I'd love | Favorite treats / colors | Please avoid |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

**WISH-LIST PROMPTS — stuck? Steal one of these:**

"A cozy thing for my desk" • "A snack I'd never buy myself" • "Something in my favorite color"
"A book / game / puzzle for a quiet night in" • "A small upgrade to something I use every day"

# WISH-LIST CARDS

Cut on the dotted line — one card per person. Give yours to the organizer.

## MY SECRET SANTA WISH LIST

**My name:** _____ **Team / Dept:** _____

**Three things I'd genuinely love (be specific!):**

_____

_____

**My favorite snacks, drinks & treats:** _____

**Favorite colors / scents / teams / hobbies:** _____

**Sizes (only if relevant — shirt / gloves / etc.):** _____

**Please avoid — allergies, dislikes, or "I already own 12":** _____

**A perfect under-budget surprise would be:** _____

✂ cut here ✂

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**Three things I'd genuinely love (be specific!):**

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_____

**My favorite snacks, drinks & treats:** _____

**Favorite colors / scents / teams / hobbies:** _____

**Sizes (only if relevant — shirt / gloves / etc.):** _____

**Please avoid — allergies, dislikes, or "I already own 12":** _____

**A perfect under-budget surprise would be:** _____

# BUDGET & RULES AGREEMENT

Everyone signs. No exceptions, no "but it was on sale for more" loopholes.

## OUR BUDGET

Spend between $ _____ and $ _____ (suggested: $20–$25). Tax doesn't count. Wrapping doesn't count.

Homemade counts at supply cost — and earns bonus admiration, not a budget exemption.

1. **Stay in budget.**
   A $60 gift makes a $20 gift look sad. Generosity is kindness; showing off is not.

2. **One gift, thoughtfully chosen.** Use the Wish-List Card. When in doubt, pick useful + a little fun.

3. **Keep it kind & workplace-appropriate.**
   No gag gifts that embarrass, no alcohol unless your person listed it, no scented anything if they said no.

4. **Respect allergies & no-gos.** They are on the card for a reason. Peanuts are not a plot twist.

5. **Stay secret until the reveal.** Use the clue cards for teasing — unsigned, friendly, and never mean.

6. **Wrap it & label it.**
   TO: their name. FROM: "Your Secret Santa" — nothing else until the reveal game.

7. **Can't participate after all?**
   Tell the organizer privately, ASAP, so your person still gets a gift. No guilt, just a heads-up.

8. **Thank your Santa.**
   At the reveal, a thank-you is mandatory. Detective work about who it was is encouraged.

**I AGREE — I'll stay in budget, keep it kind, and keep it secret.**

Signed: _____ Date: _____

Name (print): _____

*Organizer keeps signed cards until the reveal, then recycles them.*

# ANONYMOUS CLUE CARDS

Cut apart. Slip one to your person each day — unsigned! Friendly teasing only.

### ★ CLUE CARD #1 — THE INTRODUCTION

I know your wish list. I have questions about one item on it — the good kind of questions.

*A hint about me: my favorite holiday treat is _____.*

Deliver to: _____

From: Your Secret Santa (obviously)

### ★ CLUE CARD #2 — THE ALMOST-GIVEAWAY

Your gift involves something you mentioned this month. You said it out loud. In public. Bold.

*Circle one: I sit NEAR you / FAR from you / You've never suspected me*

Deliver to: _____

From: Your Secret Santa (obviously)

### ★ CLUE CARD #3 — THE RED HERRING

Everything in my last clue was true. One thing in THIS clue is not. Choose wisely.

*True or false? I have worked here longer than you. (Your guess: _____ )*

Deliver to: _____

From: Your Secret Santa (obviously)

### ★ CLUE CARD #4 — THE FINAL CLUE

Tomorrow is the reveal. Your gift is wrapped, labeled, and — I checked twice — inside the budget.

*Final hint: my initials are NOT _____ and _____ . See you at the party!*

Deliver to: _____

From: Your Secret Santa (obviously)

# REVEAL PARTY GAME

The Great Gift Guess-Off — the complete game, ready to play in 15–20 minutes

**YOU NEED: wrapped gifts (labeled TO only), this page, a pen, and one small prize for the winner (candy cane trophy, fancy mug, or bragging rights — organizer's choice). No apps, no prep beyond reading this page.**

## SET UP (2 min)

Everyone sits in a circle with their wrapped gift in front of them — unopened. Organizer is the Host and keeps this page hidden.

## ROUND 1 — THREE GUESSES (5 min)

Going around the circle, each person names the THREE coworkers they think could be their Santa, and says why — one clue, one hunch, one wild accusation. The group may react. Santas must keep a straight face. (Lying by facial expression is legal. Lying out loud is not.)

## ROUND 2 — OPEN & INTERROGATE (5 min)

Each person opens their gift. Now they may ask their three suspects ONE yes-or-no question each: "Did you leave the clue about the treat?" "Have you ever seen my desk?" Suspects answer honestly — this round only.

## ROUND 3 — LOCK IT IN (2 min)

On the count of three, everyone points at their final guess. Host calls on each person: "Name your Santa!"

## THE REVEAL

Each accused Santa stands if they're guilty as charged — applause, thank-yous, and dramatic gasps encouraged. Correct guess = 2 points. Correct AND guessed in Round 1's first pick = 3 points ("Early Detective" bonus). A Santa nobody caught earns 1 "Master of Mystery" point.

## WINNER & WRAP-UP (3 min)

Highest score wins the prize and the title Office Detective (until next year). Host ends by reading the golden rule aloud: "What happens in Secret Santa stays in Secret Santa — except the thank-yous, those are public." Take a group photo; you're done!

**SCORE STRIP — cut off & give to the Host**

My name: _____ My final guess: _____ Points: _____

Tie-breaker: closest guess to the total number of gifts exchanged today wins. My guess: _____