

**ADOPT A FAMILY/ADOPT A YOUTH HOLIDAY PROGRAM 2011 –  
DONOR INFORMATION**

***Thank you for giving a vulnerable family the chance to enjoy the holiday season!***

We hope these instructions will assist you in your role as a Family Sponsor.

**1. Purchasing gifts**

We ask all donors to abide by the suggested amount of **\$75.00 per family member or if you adopted a youth the suggested amount is \$100 per youth**. This helps to ensure equal treatment of families from year to year or donor to donor, and avoids any unintentional disappointment.

The family wish list that is provided will give you **suggestions** for your shopping. Where possible, a variety of suggestions have been provided. Please feel free to call the worker to obtain further information or clarification regarding family information. **Please ensure that the gifts for any one family member total no more than \$75.00 or \$100 per youth.**

**2. Wrapping and labeling gifts**

With limited space, things get pretty chaotic at Family and Children's Services during the holiday season! Gifts are packed in every possible corner until they can be delivered to their families. Therefore, it is important that you **label each gift** with the name of the gift recipient.

Once labeled, if you choose to pack your families gifts in a box or shopping bag, **it is crucial that you photocopy the application (a copy of the email that was sent to you) and attach it to each box or bag used** (not each individual gift). Please indicate box 1 of 2, 2 of 2 etc.

***Food certificates.*** If you have opted to assist with food vouchers, please **place them in an envelope labeled 'FOOD VOUCHERS', and give the envelope to the person receiving your gifts when you bring them to the agency.**

***Charitable tax receipts.*** Did you know your gifts are eligible for a charitable tax receipt? All we need are the store receipts and **name(s) and address of each donor(s)** that has contributed. If you are donating with a gift be sure to include the amount that each individual contributed in order for them to receive a receipt for the correct amount. **Please place these in an envelope labeled 'RECEIPTS', and give the envelope to the person**

**receiving your gifts.** Please note that we do not receipt for the HST portion of your gifts.

### **3. Delivery of the gifts**

Before submitting their families for your 'adoption' each worker agrees to deliver the gifts in time for the holidays.

To ensure that there is sufficient time for this to take place, we ask you to bring your gifts to the agency office:\*

***Kitchener:*** 200 Ardelt Ave., Kitchener, ON N2C 2L9

***Cambridge:*** 168 Hespeler Road, Cambridge, ON N1R 6V7

\*Please note that gifts are to be delivered to the locations listed on your family's wish list.

Gifts can be delivered during the week of **December 5th to 9th**. Office hours are 8:30 AM to 4:30 PM, Monday to Thursday, and 9:00 AM to 4:00 PM on Friday.

This year I will be located in the board room. As such, we are asking donors to bring gifts to the **FRONT/MAIN ENTRANCE** (located around the back of the building). You may pull up to the entrance and park for a few minutes. Reception will direct you to where you are to go. You will be asked to sign your name in the book when you drop your gifts off. Please ensure you have a copy of your application attached to the boxes.

Thank you for your wonderful support of families in our community. I look forward to seeing you when you bring your gifts to the office.

Nancy Corbett  
Adopt a Family Program Coordinator