

## ADOPT-A-FAMILY CHRISTMAS PROGRAM HOW TO ADOPT A FAMILY OR INDIVIDUAL

Adopters have a variety of options. Families with children, adult individuals, senior citizens or multi-generation families are available and adopters can select as many families as they would like. Once the type of family has been determined, adopters review info sheets for several families fitting the criteria. Info sheets include clothing, shoe sizes and other items on each family member's wish list. Reviews can be done by email, fax, at our office or by mail. Families will be available for review starting **Monday, November 13**. After reviewing, adopters should notify the agency which family(ies) they would like to adopt.

If adopting a family with children we ask adopters to provide at least one new gift for each child. If adopting a young child, preferably the gift would be a new toy. Gifts for the parents are at the adopter's discretion. Family holiday food baskets are also available. (Please note on the application if the family requested food.) If adopting an individual or a senior citizen, we ask the adopter to provide either a new gift or a food basket. Adopters determine how much more they would like to provide.

Adopters have the option of giving gifts, gift certificates and/or holiday food baskets. If gifts – adopters shop for the gifts. (wrapping gifts is optional.) If giving gift certificates or holiday food baskets – they can be purchased from a store or through our agency. Our agency will have holiday food baskets available for pick up starting **Friday, December 15**. A food basket consists of the traditional Christmas dinner food items and comes in two sizes. The small basket feeds 3-4 people for \$60 or the large basket feeds 6-8 for \$80. **Orders for food baskets need to be placed no later than Friday, December 8.**

You are welcome to make contact with the family to let them know of the adoption. They should be able to provide any additional information needed. It is also good to set a time and date for delivering gifts. Adopters can also chose to remain anonymous. If adopters choose anonymity, gifts need to be delivered to our agency by **Monday, December 18**, if possible. Our staff will contact the family to make delivery arrangements.

To help with selection, our staff will need the following information. Upon completion, please email, call, fax or mail the form to our agency. We will then send you a variety of info sheets to review.

Today's date \_\_\_\_\_ Date families needed by \_\_\_\_\_  
Send info to me by:  Email  Fax  Mail  I will come to office to review  
Contact Name: \_\_\_\_\_  
Organization/Department: \_\_\_\_\_  
Address: \_\_\_\_\_ Box # \_\_\_\_\_  
City & Zip: \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Ext \_\_\_\_\_ AM/PM Cell \_\_\_\_\_ Home \_\_\_\_\_  
Email Address \_\_\_\_\_ Fax: \_\_\_\_\_ Work or Home \_\_\_\_\_  
I plan to adopt a total of # \_\_\_\_\_ families.

I want to review the following types of families:

- Family with Children - # of children- \_\_\_\_\_ Ages - \_\_\_\_\_ (ex: 5-15 yrs; infant; any)  
With the following Parents -  Mother  Dad  Both parents  
 Adult Individuals - # of individuals - \_\_\_\_\_  Male  Female  Both Ages \_\_\_\_\_  
 Senior Citizen - # of seniors - \_\_\_\_\_  Male  Female  Both

Upon reviewing the info sheets and selecting a family(ies), please have the following information:

- What you will be providing for the family: toys, clothing, food, gift certificates, etc.
- If supplying food, will it be purchased from our agency?  
When will the basket be needed?
- If supplying gift certificates, will they be purchased through our agency? What is the dollar amount?
- Are you delivering gifts to the family or agency?  
What is the delivery date?

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