



The Salvation Army Adopt-A-Family

Sponsor Information

Adopt-A-Family Overview:

The Salvation Army Adopt-A-Family program is for families and seniors in need that may apply to receive anonymous sponsors that will assist with presents and food for their Christmas.

Sponsor Requirements:

- With each sponsor package a commitment form is sent. The sponsor then selects the family size or senior they will provide assistance for. In order to receive a family the commitment form must be emailed, faxed, or brought into the office.
- If a family, group, or individual has decided they would like to participate the commitment form must be completed and returned.
- When The Salvation Army has approved a family or senior meeting your request you will be matched and notified with their interest list and family details. Depending on the request it can take a few days to several weeks for sponsors to receive their match. (We start taking application Nov. 2 and matching will begin Nov. 13)
- Once the sponsor is matched with a family and provided their interest list they shop for the children's gifts (around \$100 per child) and provide a grocery store gift card or food for the family (please refer to chart for the food options).
- We ask sponsors **not to purchase** electronics such as cell phones, iPads, televisions, X-boxes, laptops, etc.
- Remote control cars, light up toys, talking dolls, video games are all acceptable electronics.

Tax Receipts

- Tax receipts may be issued as long as **original detailed receipts** are included and we have the contact information. We will include a tax receipt request sheet with confirmation of your commitment form.
- Please carefully review the tax request sheet instructions.
- Have all receipts separate from hamper and available for the day of sponsor drop off.
- Tax receipt will be provided for out of country receipts, but will only be taken for face value. No conversion will be provided.

Hamper Assembly

- We suggest that the hampers be packed in boxes or bags that can be closed/sealed. On delivery day the hampers will be put in the back of trucks for delivery and loose items may become lost.
- We ask that all gifts are placed in the boxes/bags unwrapped so parents are aware of what their children will be getting. Providing wrap and bows is always a nice gesture.
- We have provided a label sheet so that each box/bag can be labeled clearly with the family number and box number (e.g. Box 1 of 2, 2 of 2 or however many). **Gift cards are attached to delivery sheets – please keep them separate.**
- If you are providing gift cards for any of the children please put them in an envelope with their information on it (e.g. child name/ 12 years). This will help to avoid confusion. Parents need to sign for all gift cards.

Examples:



Food Options

Option #1- Provide a gift card for all food items. Although very generous we ask sponsors to keep the gift card within the suggested monetary amount.

Family Size	Gift Card for Food
Small Family (1 child & parent/s)	\$100-\$120
Medium Family (2 or 3 children & parent/s)	\$120-\$140
Large Family (4 or 5 children & parent/s)	\$140-\$160
X-Large Family (over 6 children & parent/s)	\$160-\$180
Senior	\$50(single) \$75-\$100 (couple)

Option #2 – Purchase non-perishable items and provide a small gift card for Turkey, potatoes, milk, etc.

<i>Item</i>	<i>Sm Family/Senior</i>	<i>Med Family</i>	<i>Lg Family</i>	<i>X-Lg Family</i>
Tin Foil Roaster	1	1	1	1
Stuffing	1 box	2 boxes	3 boxes	4 boxes
Cranberries	1 can	1 can	1 can	2 cans
Gravy mix	As stated on pkg	As stated on pkg	As stated on pkg	As stated on pkg
Canned corn	1	1	2	2
Canned peas	1	1	2	2
Box of oranges	1	1	2	2
Crackers	1 small box	1 small box	1 large box	1 large box
Pickles	1 jar	1 jar	1 jar	1 jar
Fruit Juice	1L	2 L	3 L	4 L
Candy Canes	1 pkg	1pkg	1-2 pkg	2 pkg
Pie	1	1	2	2
Cookies for Santa	1 box	1 box	2 boxes	2-3 boxes
Pancake Mix	1 pkg	1 pkg	1 pkg	1 pkg
Pancake Syrup	1 bottle	1 bottle	1 bottle	1 bottle
Gift Card for turkey/perishables	\$40	\$40	\$60	\$60

Suggested Extras (optional)*:

- Popcorn
- Pretzels/potato chips
- Hot chocolate
- Marshmallows
- Tea, coffee, or apple cider
- Box of chocolates
- Mixed Nuts

*The suggested extras are intended just to treat the family and provide some extra snacks while the children are home from school