



## The Salvation Army Adopt-A-Family

### Sponsor Information

#### Overview:

The **Salvation Army Adopt-A-Family** program is for families and seniors in need who 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. **Please note matches can take a few days to several weeks depending on the sponsor's specifications.**
- Once the sponsor is matched they are provided the interest list of their match and can now shop for the gifts (**around \$100 per child and \$30-\$50 for seniors**)
- Sponsors are also asked to provide for their Christmas day Turkey Dinner. Please refer to the charts 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 with the contact information. We will include a tax receipt request sheet with confirmation of your commitment form. Please review form and complete all requested information.
- Have all receipts separate from hamper and available for the day of sponsor drop off.

### Hamper Assembly & Delivery:

- We suggest that the hampers be packed in boxes or bags that can be closed and 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.
- **Hamper Drop off dates are Dec. 13 (12pm-7pm) & Dec. 14 (9am-3pm).** Sponsors drop offs are at **The Salvation Army (4837 - 54 Street)**. Please have hamper packed and assembled upon delivery.

### Examples:



### Food Options (Sponsor's choice)

**Option #1** – Provide a gift card for all food items. The price list is a minimum suggested 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 listed items including turkey.

**Option #3-** Purchase non-perishable items and provide a small gift card for turkey (if all items are purchased please ensure the best before date is after December 25).

Item	Sm Family/Senior	Med Family	Lg Family	X-Lg Family
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
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
Shelf stable Pie or dessert	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
<b>Option #2: Purchase Turkey</b>	2-5kg	3-5kg	5-7kg	6-8kg
<b>Option #3: Gift Card for turkey/perishables</b>	\$40	\$40	\$60	\$60

**Suggested Extras (optional) \*:**

- Fruit snacks, granola bars, cookies
- Pretzels, popcorn or potato chips
- Crackers, gold fish
- Hot chocolate
- Marshmallows
- Tea, coffee, or apple cider
- Box of chocolates
- Mixed Nuts

The suggested extras are optional ideas to add in the hamper. The intent is simply to treat the family and provide some extra snacks while the children are home from school.