



## **Adopt-A-Family Holiday Giving Program 2016**

### **Important Information and Guidelines to Consider**

Thank you for participating in our Adopt-A-Family program! Your generosity is truly appreciated. We ask that you **please take a moment to read over the following information**, as there are a few important details we would like to communicate about this year's program:

- ❖ We ask that you provide gifts valued at approximately **\$100 to \$200 per individual**. If you would like to give more, please consider adopting more than one child, or adopting an entire family. You can also help by providing additional gifts for children that join the program late.
  - If you find yourself, unable to shop, monetary donations and gifts cards will also be accepted and used for children and families in the Adopt-A-Family program.
- ❖ **Please do NOT wrap gifts.** Gift bags are welcome, however.
- ❖ **All gifts must be new.** If you have used items you would like to donate, please call (408) 850-6129.
- ❖ **For clothing: please include gift receipts in case items do not fit. In addition, please do NOT give clothing in red or blue.**
- ❖ Please do NOT include notes or cards for children. Because of confidentiality agreements, we cannot provide photographs or other identifying information regarding individuals in the Adopt-A-Family program. A personalized thank you letter from Bill Wilson Center will be sent to you after the holidays. We are not able to provide thank you cards from the youth and families you help, however.
- ❖ **Tips and Tricks:**
  - Online shopping is a convenient way to purchase your items without having to visit several different stores. You can search "**BWC Wish List**" on Amazon to find a full list of gift cards that our youth would love to receive.
  - If you are shopping at a department store, explain to the manager that you are shopping for a good cause. They may be willing to assist you in handling your gift items or may even provide you a discount!
  - Have your organization or group divide into teams to share in the shopping. Host social events (lunches, parties, etc.) and encourage each member of your team to bring a gift.
- ❖ **Gift Drop-Off:**
  - We are available to receive gifts **Saturday, December 3 through Saturday, December 10** (excluding Sunday). Please allow one hour for gift drop-off, as we will need to inventory all donated items. We will notify you of the drop-off location by Wednesday, November 23.
  - Please email [adoptafamily@billwilsoncenter.org](mailto:adoptafamily@billwilsoncenter.org) or call us at (408) 850-6143 to make an appointment for gift drop-off.
  - To expedite your drop-off experience, we ask that you please bring the enclosed **In-Kind Donation Form**, along with **the profile(s) of your child or family** and an **itemized gift list**, to your appointment.

If you have any questions, please do not hesitate to contact us at (408) 850-6143. Thank you again!