

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Adopt-a-Family Holiday Gift Program

Dear Adopt-a-Family Donor,

Thank you for participating in our Adopt-a-Family Gift Program! Attached, you will find your assigned family number and profile. Please note the program instructions and drop-off deadline:

Purchasing Your Gifts

- We encourage donors to provide their families with modest and practical gifts - and suggest spending approximately \$50.00-75.00 per child. **Please consider adopting an additional family if you wish to give more than what we have suggested, and please do not feel obligated to buy expensive gifts for children that have requested them.** However, we will not modify your family gifts if you decide to give more.
- **We recommend purchasing one gift per child (based on their wish list) and providing one gift card per child valued at \$25.00, so that parent(s) can experience the joy of purchasing a gift for their child.** We suggest “The Preferred Gift Card”, a gift card that is honored by over 400 merchants and can be purchased at the Guest Services kiosks at the Irvine Spectrum and The Marketplace in Tustin. Families who received this last year were very appreciative as it gave them shopping flexibility and has no expiration date.
- If purchasing clothing as gifts, please include a gift receipt in the manila envelope.
- Since many parents also need practical items for their home, donors can also choose to purchase a grocery, gas, or other gift card to be given to the parent(s).
- **Please do not put any loose cash, unrequested religious materials or used items in the gift packages. All gifts should be new.**

Preparing Your Gifts

1. **Please do not wrap the gifts.** Instead, please include enough gift wrap and tape for the parent(s) to wrap the gifts. They enjoy feeling involved in their child’s holiday by wrapping the gifts and knowing what their child will receive.
2. To allow parents to take home gifts without their children being able to peek, please place all unwrapped gifts in a large, sturdy, **black trash bag.**
3. Please **complete the donor checklist and place it in a 9”x12” manila envelope.** Place all gift cards, gift receipts, or paperwork in the envelope and place it inside the black trash bag to prevent these items from being lost.
4. **Securely tape the gift tag to each bag(s).** If you have more than one bag for a family, please visibly note this on the bags. For example, “1 of 2” or “2 of 2”. This will keep the bags together and alert staff the family has more than one bag. Please, no staples.

We request that all bags be delivered to Families Forward by **Friday, December 10, 2021 or as soon as possible. Due to COVID-19, our current donor drop-off hours are **Monday-Thursday from 9am-5pm and Friday from 9am-1pm.** Please contact us if you would like to schedule a gift drop-off at a time outside of this timeframe. If you should run into an issue with this deadline, please contact us. Please note, in order to protect you, our staff, and our volunteers, please wear a mask when dropping off your gifts and practice social distancing. Thank you for your support!**

- For questions or concerns regarding **gifts or your adopted family**, please contact me at (949) 551-2014. If you are no longer able to participate in the Adopt-a-Family Gift Program, please let us know and we will reassign the family to another donor.
- For questions regarding **gift drop-offs**, please contact Mike Lopez at mlopez@families-forward.org or (949) 716-5862.

*This program would not be possible without your support and generosity.
Thank you for making this holiday season brighter for a family in need!*