



## **KINETTE CLUB OF CALGARY**

*Serving the Community's Greatest Needs*

### **ADOPT A FAMILY PROGRAM 2017 DONOR INFORMATION PACKAGE**

**Thank you for your consideration of the Kinette Club of Calgary's Adopt a Family Program. Register online to become a donor! [Click Here](#) to complete your Donor Registration Form.**

#### **A word about the Kinette Club of Calgary's Adopt a Family Program**

The Adopt a Family program provides Christmas hampers to low income families. These families are referred to the Kinette Club of Calgary by counsellors working in recognized social service agencies. Eligible families cannot have received a hamper in the past three years and will not receive any other hamper during the holiday season. The Program is run by the Kinette Club of Calgary, a volunteer service organization that has been serving the Calgary community since 1948. As a donor, you will receive information about a family in need and a wish list for each member of that family. The Kinette Club of Calgary will arrange a time for you to drop off your hamper at a central location and will ensure that each family receives their hamper for the holidays.

#### **Last Year's Hamper Program**

Thanks to incredible donor support last year, the Adopt a Family program provided hampers to **292 families**. We are hopeful that this year, with your generosity we can bring holiday joy to even more families in the Calgary & area communities, as the need is now greater than ever. To ensure equity for each participating family, we encourage donors to meet the guidelines as outlined below.

**Please consider adopting more than one family if you find you have a surplus of funds, rather than over-buying for one family.**

**We will happily accept donations of 'extra' gift certificates and gifts to allow us to provide hampers to even more families.**

**Thank you for your support of the Kinette Club of Calgary's Adopt a Family Program.**

**Hamper Delivery Location:  
The Agrium Building – Victoria Pavilion  
Calgary Stampede Grounds  
Saturday, December 9<sup>th</sup>, 2017**

#### **Your Donor Information Package Includes:**

1. Donor Guidelines and Information (*including Tax Receipt requirements*)
2. Hamper drop-off procedure & accessing Stampede Grounds
3. A list of suggested gift ideas



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#### **Donor Guidelines and Information:**

You will be provided with a client number and the first names, ages, sizes, etc. of all members of the family you are supporting. The family is always asked for their "wish list" with the understanding that not all items will be provided. **Please provide gift receipts for clothing/shoes if possible.**

We ask you to provide:

- (Minimum) **\$75** gift or gifts for **EACH** member of the family – **wrapped and labeled**
- **\$100** worth of grocery gift card(s) for **EACH** member of the family

#### **CALCULATION TO ADOPT A FAMILY OF FOUR:**

**4 x \$75 for gifts PLUS 4 x \$100 for grocery cards = \$700.00 (minimum)**

**FOR SECURITY, PLEASE DO NOT WRAP GIFT CARDS.**

**Gift cards should be included in your Hamper Envelope (*see page 3*).**

You will be e-mailed your family's information as soon as we have a family matching your size/type criteria. **This could take up to 2 weeks.** Please be patient – we are all volunteers!

We ask that you **do not** include your company/family name in the hamper in order to protect both you and the client.

**Please do not include any tobacco, alcohol, lottery products, or second-hand items in your hamper**

If you wish, additional items (laundry soap, disposable diapers, toiletries for adults and teens, stocking stuffers, etc.) would be welcomed and appreciated.

The clients "wish list" is intended only to guide you, not to mandate specific purchases. If their "wish list" is minimal we suggest you use our suggested gifts list as a gift-shopping guide as most of our clients are very difficult to contact.

If you have any additional funds to spend, may we suggest you:

1. Take on a second family

**OR**

2. Make a donation of gift certificates, extra gifts, or monetary donation, which will be used to augment or make additional hampers for qualified families. These can be dropped off on December 9<sup>th</sup> when you drop-off your hamper or email us for other options.



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#### **Hamper drop-off Procedure:**

On your registration form, you will be asked to select a time range on Saturday, December 9<sup>th</sup>. **We will then assign you a time to drop-off your hamper – this will be at the top of your family's wish list.**

Please note that our hamper drop-off location is the Agrium Building – Victoria Pavilion on the Stampede Grounds. Enter the grounds through either entry gate and make your way to the Agrium Building. **You will not be charged the parking fee if you tell the parking attendant that you're there to drop off a hamper for the Kinette Club of Calgary's Adopt a Family program.**

#### **Boxing Hampers:**

**WE ASK THAT ALL GIFTS ARE WRAPPED AND LABELED FOR THE APPROPRIATE FAMILY MEMBER PRIOR TO DELIVERY**

Please keep in mind that many clients are alone with children so use sturdy boxes (or plastic containers with lids) that are not too heavy, with openings for handling if possible. Label each container with the client number and indicate the number of boxes: **i.e., C#24 1/10, C#24 2/10,...C#24 10/10.**

Please bring all receipts and gift cards in two **separate envelopes** as listed below. Receipts for all items **MUST** accompany the hamper in a separate envelope with Donor name, client number, and completed Donor Tax Receipt Form if you are to receive a charitable tax donation receipt.

#### **Envelopes for receipts and gift cards:**

Items to be kept in two separate envelopes and given to the Adopt a Family volunteer at hamper drop off:

##### **1. HAMPER ENVELOPE:**

- a. ALL gift certificates which accompany the hamper, including ALL grocery store gift cards
- b. Completed Gift Certificate Inventory Form – **NEW!**
- c. Gift receipts for the family (**highly recommended**)

##### **2. TAX RECEIPT ENVELOPE:**

- a. All receipts and the completed Donor Tax Receipt Form **MUST** accompany the hamper or tax receipt(s) cannot be issued

#### **Tax Receipts:**

If you wish to receive a receipt for a charitable donation, you must:

- Save your receipts (including receipts for gift certificates). **We will not issue a tax receipt for an amount less than \$25.00.**
- **Complete the Donor Tax Receipt Form.** MANDATORY INFORMATION includes: full name or company name (who the receipt will be issued to), full mailing address, email address (suggest using personal email), phone number
- **Submit all the receipts and the completed form when you deliver the hamper. Tax forms will not be accepted after the drop off of Dec. 9, 2017**



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- If several people share in the expenses, please pro-rate the total for us  
*Example:* an office spends \$700 for a large family
  - John Doe gets a receipt for \$320
  - Mary Smith gets a receipt for \$380
- **Tax receipts are issued in conjunction with the Kinsmen Club of Calgary Foundation** (Charitable Registration #849325113RR0001). Tax receipts will be sent to donors who have submitted the necessary receipts and Donor Tax Receipt Form no later than February 28, 2018.

#### Gift Ideas

The Kinette Club of Calgary's Adopt a Family program "Client Wish Lists" do not always provide donors with the variety of options and price ranges they require. The following list is intended to give you additional gift ideas.

#### FOR YOUNGER CHILDREN

Board Games	Puzzles	Books	Colouring books / Markers
Hoodie/Sweatshirt	Lego	Cars/Trucks	Dolls / Action Figures
Children's DVDs	Arts & Crafts	Jewelry Kits	Electronic Games
Stickers	Hair Accessories	Building Sets	Mittens/hats/scarves
Socks/Underwear	Sleepwear	Clothing	Extra batteries if in toy

#### FOR OLDER CHILDREN / TEENAGERS

Board Games	Electronic games	MP3 Player	Extra batteries if in game
Hoodie/T-shirts	Puzzles	Clothing	Personal hygiene products
Curling Irons	Blow Dryers	Perfume/Cologne	Nail Care Products
Purses	Jewelry / Accessories	Bath Products	Glove/scarves/hats
Sleepwear	Socks/Underwear	iTunes gift cards	Sporting Event Passes
Movie passes	Gift certificates	Hair Products	

#### FOR ADULTS

Towels	Pillows	Picture Frames	Personal hygiene products
Hair Products	Perfume/Cologne	Brushes/Combs	Cosmetic Bags
Sleepwear	Socks / Underwear	Hoodie/T-shirts	Glove/scarves/hats
Slippers	Candles	Nail Care Products	Wallets
Gift certificates	iTunes gift cards	Movie passes	Passes to family attractions