

## 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 referred to us 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.

**The drop off date is SATURDAY DEC.1<sup>st</sup>, 2018.** If you are NOT able to drop off the hamper on this date, please find some one who can, OR consider donating gift cards or making a monetary donation, that can go towards a hamper for a family.

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

Thanks to incredible donor support last year, the Adopt a Family program provided hampers to **289 families**. We are hopeful that this year, we can bring holiday joy to even more families in the Calgary area. Please follow the guidelines as outlined below.

If you find you have a surplus of funds, please consider adopting another family or donating gift cards or funds to our program which will help us to provide hampers to even more families.

Thank you kindly for supporting the Kinette Club of Calgary's Adopt a Family Program.

**Hamper Delivery Location:  
Nutrien Building  
Calgary Stampede Grounds  
Saturday, December 1st, 2018**

**\* Kinette Club of Calgary has paired up with Fundscrip to raise extra funds for our Adopt A Family program. Please consider using Fundscrip to order gift cards for your adopted family, or for your own personal use.**

**Go to [www.fundscrip.com](http://www.fundscrip.com) and use invitation code: VQK7D7**

**\*\*Cards may take up to 2 weeks to be delivered.\*\***

### **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

## **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 providing a wish list as a guide only, do not feel obligated to get everything on the list. **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

i.e. Calculation for 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 to 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.

### **\*\*Tax Receipts\*\* :**

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

- 1) **Save your receipts** (including receipts for gift cards). We will not issue a tax receipt for an amount less than \$25.00.
- 2) **Complete the Donor Tax Receipt Form.** Mandatory information includes: full name or company name (who the receipt will be issued to), mailing address, email address (suggest using personal email), phone number.  
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
- 3) **Submit all the receipts and the completed form when you deliver the hamper on Dec.1,2018.** Tax forms will NOT be accepted after the drop off date of Dec. 1, 2018

*Tax receipts are issued in conjunction with the Kinsmen Club of Calgary Foundation* (Charitable Registration #849325113RR0001). Tax receipts will be issued to donors no later than February 28, 2019.

### **Boxing Hampers:**

Please keep in mind that many clients are alone with children so use sturdy boxes (or plastic bins with lids) that are not too heavy. Label each container with the client number and indicate the number of boxes: **i.e., Family #24 1 of 2, Family #24 2 of 2.**

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

Please bring all receipts and gift cards in **2 separate envelopes** as listed below:

### **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 cards which accompany the hamper, including ALL grocery store gift cards
- b. Completed Gift Card Inventory Form
- c. Gift receipts for the family (**highly recommended**)

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

- a. All receipts
- b. Completed Donor Tax Receipt Form (total amount to match up with receipts)

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

On your registration form, you will be asked to select a time range on Saturday, December 1st. **We will then assign you a time to drop-off your hamper – this will be at the top of your family's wish list.**

\*NEW THIS YEAR- Please note that our hamper drop-off location is the **NUTRIEN BUILDING** (Agriculture building) – on the Stampede Grounds. Enter the grounds through either entry gate and make your way to the Nutrien 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 Adopt a Family program.** We will have volunteers available to help bring in bins / boxes.

## **Gift Ideas:**

Some of the Adopt A Family client families do not give a great variety of ideas for gifts. 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	Movie passes	Extra batteries if in game
Hoodie/T-shirts	Hair products	Clothing	Personal hygiene products
Curling Irons	Blow Dryers	Perfume/Cologne	Nail Care Products
Purses	Jewelry / Accessories	Bath Products	Glove/scarves/hats
Sleepwear	Socks/Underwear	Gifts cards	Sporting Event Passes

### **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	Passes to family attractions
Gift cards	Wallet	Movie passes	