



**FAMILY SPONSOR INFORMATION
for the
Christmas Angels Program**

- ☆ The Christmas Angels Program is designed to provide gifts for children (newborn to 17) of Johnson County residents who would otherwise not have a Christmas.
- ☆ There are two ways families can receive assistance through the Christmas Angels Program. They complete an application and they are either matched to a sponsor (limited in number) or will be invited to shop at the Angel Tree Store.
- ☆ Christmas Angels is not intended to supplement other Christmas assistance that families may receive through family members, organizations such as Salvation Army, or a local church that has their own program. So if you determine that you are matched to a family that is already receiving assistance, the United Way will match you to another family.
- ☆ We would ask that you provide at least one toy and one outfit for each child. The recommendation is no more than \$100 per child. We would encourage your consideration of sponsoring more children/families rather than excessive spending on a single family. We have discouraged gift requests for items such as gaming systems, digital cameras, gift cards, etc. Sponsors may like to provide modest gifts for the adults in the family.
- ☆ When you receive your family, **please contact the head of household to verify specific needs and clarify details.** If you prefer to remain anonymous, a United Way volunteer will contact the family for you.

If you have any questions, please feel free to work with the United Way representative at 736-7840. Your generous assistance through time and donations to help those less fortunate is very much needed and appreciated.

Christmas Angels Program

Family Sponsor Checklist



Once you have been notified that you have been matched to a family, you should take the following actions:

Contact the Family

- ☆ Dial *67 before you call your family if you wish to block your calls
- ☆ Introduce yourself and the organization you represent
- ☆ Explain that you are calling as part of the United Way of Johnson County Christmas Angels Program and you were matched to their family as a sponsor for Christmas assistance as a result of their application.

Confirm Need

- ☆ Confirm that the family is still interested/in need of assistance.
- ☆ Inquire if this is the only assistance they expect to receive. If yes, proceed to gather details.
- ☆ If the family indicates that they are receiving assistance from other family members, a church group, Salvation Army or another group, please contact the United Way office for further direction or a new match.

Gather Details

- ☆ Discuss any additional details that will help you with a list of things to purchase for the family. You may want to clarify sizes, favorite colors, information on interests/hobbies, or a special wish of each child. Some sponsors also like to purchase modest gifts for the adults in their family in addition to the children. Some also provide a meal or supplies for a meal or other basic needs.
- ☆ Discuss the best way to deliver or if the client would prefer to pick up. (Sometimes they want to pick up and if necessary the United Way can assist as a pick up point.)

Confirm Match

- ☆ Contact the United Way after you have talked with your family and confirm that you will be providing assistance and if you are providing a meal, gifts for adults, other additional assistance.

Purchase Items

- ☆ Purchase gifts. This may be done however your organization or family wants.

Arrange for Pick Up or Delivery

- ☆ Verify the place and time for pick up or delivery. Get directions if needed.
- ☆ Call the United Way office (736-7840) to report the delivery date.
- ☆ Deliver the gifts to the designated place which may be the family's home or United Way where the family can pick up the gifts.

Have a Merry Christmas

- ☆ Enjoy the Christmas season knowing that you have generously helped a family that will have a very joyful Christmas with gifts under the tree for their children!

Thank you for your support.



Christmas Angels

Toy and Clothing Donation Program for Children

Helpline of Johnson County

Supported by the United Way of Johnson County

317-736-7840 • 317-736-4449 (fax)



For Office Use Only

Database: _____

Excel: _____

Confidential Family Sponsor Application

Date: _____

Are you a: Church Group Individual Family Company/Organization

Name of organization or individual: _____

Contact Name (if different from above): _____

Address: _____ City: _____ Zip: _____

Telephone Number: _____ / _____ / _____ / _____
(Home) (Work) (Cell) (Fax)

E-mail address _____

Family Request

(Families range in size from 1-10 people)

Number of families: _____

Number of children in each family: _____ Or Total Number of Children _____

Other family characteristics desired: _____

* I agree to provide at least one toy and one outfit per child. (We recommend no more than \$100 each) Yes No

* Will you be providing food for a Christmas meal? Yes No Or a grocery gift card? Yes No
(This information is very important so that we can coordinate with Good Cheer to avoid duplication)

* Will you deliver the gifts to the family(ies)? Yes (Date?) _____ No I want to remain anonymous

* Can your name and phone number be given to the family(ies) you are sponsoring? Yes No

* Is your family or organization able to communicate with a Spanish speaking family? Yes No

** Most matches are made by Thanksgiving. If you have an earlier requirement, date preferred. _____

Sponsors should speak with each family to verify their specific needs.

Office use only:

Family Assignment

Date matched: _____ Match sent via: Fax Mail PU Email Matched by _____

Application numbers: _____

Date matches entered into database: _____ Linked by _____