

LIVE UNITED



United Way
of Johnson County







A faint, light-colored illustration of an angel with wings, holding a trumpet, positioned in the background behind the main title.








CHRISTMAS ANGELS FAMILY SPONSOR INFORMATION

PLEASE READ CAREFULLY

We know that there are still many unknown challenges that the COVID-19 pandemic might present to us this year. The below document is our best attempt at safely serving families with the information we have at this time.

Please know that details may have to change this year as circumstances and public health guidance dictate.

-  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. Families must income qualify to be eligible for the program.
-  There are two ways families can receive assistance through the Christmas Angels Program. After families complete an application, they are either matched to a sponsor or traditionally invited to shop at the Angel Tree Store. Because of COVID-19, we are working to determine an alternate plan to the Angel Tree Store for 2020.
-  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. United Way of Johnson County works with other programs to avoid duplication where we can, but if you determine that you are matched to a family who is already receiving assistance, the United Way will match you to another family.
-  We ask that you provide at least one toy/gift items and one outfit (example: shirt and pants or shoes and pants) for each child. The recommendation is to spend between \$100 and \$150 per child (older children may be slightly more expensive). 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, cell phones, tablets, etc. We have allowed requests for gift cards for older children as they can be difficult to shop for.
-  Because of COVID-19, circumstances may change during the Christmas season, so we may need to explore other options for assisting families. We will be in contact with you throughout the process if changes need to be made to discuss options.
-  Once you have completed the on-line Family Sponsor form, you should receive a confirmation email within 48 business hours to let you know we have received your form and are working to match you with a family/families. If you don't receive an e-mail, please contact us at jkinnaman@uwjc.org to verify we have received your form. Once matched, you will be emailed with the information. If we receive your sponsor form prior to November 20, 2020, you will have your match/es by November 24, 2020. Sponsor forms received after November 20th will be matched as soon as possible.

-  If you are sponsoring a large number of children through your church or business, we ask that you please ensure that children receive an equitable number of items/money spent compared to other children within their family. In the past, we have had some children within a family receive one or two small items while a sibling receives six or seven items.
-  Faith-based organizations sponsoring families must agree that families who they sponsor are not obligated to attend any church service as a condition of receiving Christmas assistance. You may require the families to pick up their gifts from your building, and you may invite them to participate in a service, but participation cannot be required. United Way of Johnson County is a non-profit, non-denominational organization and we have no expectation that families who receive assistance participate in a faith-based service. If your organization does have this requirement, we would be happy to discuss other ways to partner for Christmas.
-  When you receive your family/ies, **please contact the parent/legal guardian to verify specific needs and clarify details as soon as possible.** This lets the family know they are being helped. If you wish to block your calls, dial *67 before you call your family/ies. Explain that you are calling as a part of the United Way of Johnson County Christmas Angels Program and you were matched to their family as a sponsor for Christmas assistance.
-  When talking with your matched family, you may want to clarify sizes, find out more information on the children's interests/hobbies, or a special wish of each child. Some sponsors also like to purchase modest gifts for the adults in the family in addition to the children or provide food or a grocery gift card, but this is optional. If you provide a gift card to be used toward food, please write FOOD on the card so the family knows the intended purpose.
-  You will need to arrange for the place and time for delivery or pick up of the gifts which should be **no later than December 15, 2020.** This allows time for United Way of Johnson County staff to assist you if issues arise with contacting the family after your initial conversations.
-  Delivery or pick up of gifts this year also needs to take into account best practices for safety for COVID-19 transmission reduction. When arranging for pick up or delivery please be sure that social distancing can be maintained and that masks are worn. We would encourage delivery to a participant's home to be contact-free to the extent possible, such as calling the family when you arrive to verify that you are at the right location, taking items to their door while the family remains inside, and then returning to your car while the family comes out to take their gifts inside. For pick-ups from large sponsors, we would encourage a drive through type event where families stay in their vehicles and gifts are put into their cars by volunteers in masks.
-  This year due to COVID-19 concerns and in an effort to decrease the amount of people in and out of the United Way of Johnson County office, we would like to keep anonymous sponsors to a minimum. We ask that if you are normally an anonymous sponsor you would consider one of the options below. We would be happy to talk through ideas with you, but some thoughts are:

- Not being anonymous at all this year and contacting the family directly to discuss any questions on the application and to set up direct delivery or pick up of gifts with the family/families this year.
- Contacting the family/families yourself, but not identifying that you are the sponsor. Instead, you can state that you are a volunteer with the United Way Christmas Angels program. You can tell the family/families this both if you need to call them to clarify information on their shopping list and to set up gift delivery.
- Remain anonymous and have Christmas Angels contact the family to clarify shopping lists but contact the family directly as a Christmas Angels volunteer to arrange for gift drop off or delivery. (If you choose this option please call us at 317-494-6241 and we will contact the family for questions you might have before shopping. Please allow us at least 72 hours to complete this request.)



If you are remaining fully anonymous, gifts must be delivered to a United Way drop off point between December 2, 2020 and December 10, 2020. Due to COVID-19, we will be having designated drop off times which will be staffed by volunteers. We will be utilizing a new space this year to receive gifts. More information on address will be communicated closer to delivery time. We will not be able to accept any gifts outside of the above time frame.

If you have any questions, please feel free to contact Jenny Kinnaman at United Way (317-494-6241 or jkinnaman@uwic.org).

Your generous assistance through time and donations to help those less fortunate is very much needed and appreciated.