ADOPT A FAMILY
HOUSTON CHILDREN'S CHARITY

Each year many generous, caring and enthusiastic sponsors from around the greater Houston area contact us to help make a less fortunate family's holiday brighter. Thank you for your interest in participating in the **Houston Children's Charity Adopt-A-Family Program**. Without your support this program would not be possible.

How the program works:

- Fill out the online application to become an Adopt-A-Family Sponsor.
  - **PLEASE BE SURE YOU AND/OR YOUR ORGANIZATION ARE ABLE TO COMMIT TO DELIVERING THE TOYS TO THE FAMILY/FAMILIES YOU ARE SPONSORING BEFORE YOU REGISTER TO BE A SPONSOR OF THIS PROGRAM.**
    - We are unable to deliver the gifts to the families ourselves.
  - Make sure to complete the form **AND** the captcha / I am not a robot box prior to submitting.
    - Please select the number of children you would like to sponsor **PER FAMILY**. **We will do our best to match you a family with the requested number of children (or less).**
    - Provide the **TOTAL** number of families you would like to sponsor.
  - Many of the client applications we receive are from Spanish speaking families. If you speak Spanish, we will likely provide you with a Spanish speaking family.
- You will get an automatic response when the completed application is submitted.
  - We will contact you (**via e-mail**) when we have matched a family for you. **This can take up to 2 weeks.**

PLEASE NOTE that once you submit an application, we will contact the family to verify their information and they will be counting on you to help make CHRISTMAS MAGIC happen from that point on.

Before we send you any information….. We will contact your sponsored family and let them know that they are being adopted.

- At that time, we will verify contact information along with names with ages for the children.
- Then, we will send you the correct information in an email.
  - Parent/Guardian Name, address, phone, email, children with ages & gender.
- You will contact the family using the provided information in the email.
  - Please let us know if you are having trouble contacting the family.

PLEASE contact the family/families within 5-7 DAYS of receiving their information.
They are now aware of their family being adopted and are looking for that initial contact from the sponsor.

If you are having issues and cannot contact the family, **PLEASE CONTACT US** and we will assist you OR find another family that matches your criteria requested.

Please understand there is **NOT** a "Wish List" with the HCC Christmas Program Application. When you make contact with the family, introduce yourself as the Adopt-A-Family Sponsor and ask closed ended questions about each child. (EX: clothing/shoe size? interests? sports? hobbies?) You may also ask if there is anything else the family is in need of - this can range from food and clothes to furniture – this is above and beyond expectations but is very much appreciated.

- When a family is adopted, they are taken out of the system and will not be scheduled to receive toys via another Christmas program. **IMPORTANT:** If for any reason you are unable to sponsor the family you were assigned, we ask that you please call us **IMMEDIATELY** – so they can be added back into the Christmas program.
- When purchasing gifts for the children, please purchase **NEW** toys or clothing.
- We ask that you purchase for the children first. **IF** you choose to help other family members that is your choice and **NOT** required but very much appreciated.

PLEASE NOTE:

IMPORTANT: If for any reason you are unable to sponsor the family you were assigned, we ask that you please call us IMMEDIATELY.

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As a general guideline, our sponsor families typically spend $100 per child adopted – but this is strictly your decision. Please know that any amount is welcome. Wrapping the gifts (optional) is also a great touch! When delivering the gifts, **YOU** will need to contact the family and arrange a meeting time at your convenience.

ALL GIFTS NEED TO BE DELIVERED BY FRIDAY, DECEMBER 13TH

OR

ARRANGEMENTS NEED TO BE MADE AND UNDERSTOOD BY YOU (SPONSOR) AND YOUR ADOPTED FAMILY ON A SPECIFIC DELIVERY DATE PRIOR TO CHRISTMAS.

AGAIN, if you cannot contact your family **OR** for some reason can no longer participate in Houston Children's Charity Adopt-A-Family Program **PLEASE CONTACT US IMMEDIATELY**. This allows us time to find you a new family OR get the original family put back into a different program to receive toys.

Your participation in this program is tax deductible to the extent allowed by law. You will **NOT NEED** a tax receipt from HCC; simply keep all of your receipts for your tax records.

AFTER THE DELIVERY OF YOUR ITEMS, we would love to have photos and a story about your experience. Some of these will make our newsletter or onto social media BUT all of them will go to our Board of Directors. We would love to hear about your CHRISTMAS MAGIC.

The unique part of our program is that we match you with a family … THEN….
We step back and let you make the **"Christmas Magic"** happen.

On behalf of Houston Children's Charity, we THANK YOU for bringing joy this holiday season to our special children!