



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 are able to commit to delivering the toys to the family you are sponsoring.**
    - We are unable to deliver the gifts to the families ourselves.
    - Please select the number of children you would like to sponsor **PER FAMILY**.
    - 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 match 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.**

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 their 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 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 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.** They will be added back into the Christmas program.
- We ask that you please purchase **NEW** toys or clothing.
- We also ask that you purchase for the children first. **If** you choose to help other family members, that is very much appreciated but not expected.

#### **PLEASE NOTE:**

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.

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.

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!