



West Des Moines Human Services 2024 Adopt-A-Family Program

How It Works...

1. Sponsors submit a completed holiday sponsor form. Registration will be open until December 2nd or until all families have been matched.
2. Matching of sponsors and families begins in early November.
3. A link to a list of families is sent to the sponsor. The sponsor selects a family from this online list. If you prefer to be manually matched with a family, please let us know.
4. Upon receipt of the sponsor's family selection, the family's information (including first names, ages, and contact information) will be emailed to the sponsor. Please allow up to three business days to receive this information.
5. At a minimum, sponsors are asked to purchase **three gifts for each child in the family** (up to age 18). We suggest a budget of approximately \$100 per child. Please try to evenly distribute your generosity among the children in a family. Understand that more expensive gifts may be requested, but are not expected. Gifts for the adults or the household are optional.
6. A "**wish list**" detailing gift ideas for each child as well as the ages, genders and clothing sizes of each child will be provided (if clothing is requested). Please note, the wish list is intended to be a guide to help choose a gift. Sponsors are free to substitute with other items they feel the family may enjoy. If you purchase clothing, please include a gift receipt for size exchanges. The family understands sponsors are not able to fulfill all of their wishes. Sponsors are encouraged to contact the family directly with questions regarding items on the wish list, however if you wish to remain anonymous, Human Services staff can do this for you. If you are unsure what to purchase for a teen, a gift card is always a good choice – please place in a sealed envelope with the child's name on it.
7. Sponsors are also asked to provide a **grocery gift card or food basket** for a holiday meal. The value of the gift card depends on the size of the family you select - we suggest a minimum \$50.00 gift card. The gift card is intended to help supplement holiday meal needs. If providing a food basket, please confer with the family to determine food items as some families have dietary restrictions. We suggest a gift card as it allows families to make their own food choices.
8. In general, we ask that our sponsors provide **new gifts** for the Adopt-A-Family Program. Most of the families live on limited financial means and receive second-hand items throughout the year. The holidays are a time when children look forward to receiving new gifts to call their own. However, if you have an item in gently-used condition, please use your own discretion in passing it on to the family.
9. **Please wrap the gifts and label each gift with the individual's first name.** You may write "from Santa", or simply leave the "from" portion off.

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10. Sponsors are asked to deliver gifts to WDM Human Services. **Please place gifts in large bags, boxes or reusable containers (storage bin or laundry basket), and label clearly with the family's ID number.** If there are large items that won't fit in a bag or box, please clearly mark these with the family ID number. This is important to make sure gifts don't get separated, and that the right gifts go to the right family. Any gift cards should be placed in sealed envelopes with the recipient's first name and ID number. Staff will contact the family upon receipt of the gifts.
11. Gifts may be delivered to West Des Moines Human Services **on Friday, December 13th, Saturday, December 14th or Monday, December 16th.** In early December, you will receive an email asking you to choose a date and a drop-off time frame. Please contact us to make arrangements to deliver outside of these dates/time frames.
12. An in-kind donation receipt will be included with your family information. Please return the completed form to West Des Moines Human Services
13. After the holidays, you will receive a thank you letter from West Des Moines Human Services. We are not able to provide a monetary value of the donation on our acknowledgment letter. Please keep your receipts and the letter for tax purposes.

Helpful Tips...

- ❖ We suggest including a listing of the gift items that you are providing in a separate envelope marked for the parents or the head of the household.
- ❖ For apparel or shoes, please include a gift receipt.
- ❖ If batteries are needed to operate a toy or game, please include them.



For more information:

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