



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

Support a teen from a low-income household by providing gifts for the holidays!

Teens are often over-looked when it comes to holiday giving – let's face it, they're harder to buy for and are often skipped over in favor of younger children. Although teens may understand the financial circumstances in their household, they still deserve something for the holidays!

How It Works...

1. Sponsors submit a completed holiday sponsor form. Registration will be open until December 2nd or until all teens have been matched.
2. Matching of sponsors and teens begins in early November.
3. A link to a list of teens is sent to the sponsor. The sponsor selects a teen from this online list. You may select one teen or multiple teens. Teens from the same household will have the same first 3 digits in their ID number.
4. Upon selection, the teen's information (including first name, age, and a wish list) will be emailed to the sponsor. Please allow up to five business days to receive this information.
5. A "wish list" detailing gift ideas will be provided. 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 teen may enjoy. If you purchase clothing, please include a gift receipt for size exchanges. If you are unsure what to purchase, a gift card is always a good choice – please place in a sealed envelope with the child's name and ID number on it.
6. At a minimum, sponsors are asked to spend approximately \$100 per teen. This can be in the form of several small gifts or one larger-valued gift. Or, it can simply be a gift card. Understand that more expensive gifts may be requested, but are not expected.
7. In general, we ask that our sponsors provide **new gifts** for the Adopt-A-Teen 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 teen.
8. **Please wrap the gifts (placing gift cards in sealed envelopes) and label each gift with the individual's first name and ID number.**
9. Sponsors are asked to deliver gifts to the Human Services office. **Please place gifts in bags, boxes or reusable containers (e.g., storage bin or laundry basket), and label clearly with the teen's name and ID number.** If there is a large item that won't fit in a bag or box, please clearly mark this item with the teen's name and ID number. This is important to make sure gifts don't get separated, and so that the right gifts go to the right person. 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.
10. 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.

11. An in-kind donation receipt will be provided. Please return the completed form to West Des Moines Human Services
12. 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...

- ❖ For apparel or shoes, please include a gift receipt.
- ❖ If batteries are needed to operate a game, please include them.
- ❖ Gift cards are always a good option for teens!



For more information:

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