

HEARTLAND / EVENSTART ANNUAL CHRISTMAS HAMPER DRIVE

Dear Elves:

Let me begin first by thanking you for making so many Christmas Wishes come true. Last year our Christmas hamper program was very successful... thanks to all your hard work. Now we are looking forward to another Great Season.

1) Wrapping

- A) Gifts for Parents:
Please wrap all the parent gifts
- b) Gifts for Children:
 - i) Leave the children's gifts unwrapped and include wrapping paper and tags or
 - ii) Include a detailed listing of the children's wrapped gifts



We ask this because the parents have shown an interest in knowing what their children are getting ahead of time. This helps them in two ways: i) when the gifts are opened, the parents are aware of what's inside, and ii) if there is anything missing from the wish list then the parents have the opportunity to purchase them, if they are able.

2) Gift Cards

Please place all the gift cards in a separate labeled envelope. Please include the values placed on the cards. Please hand this envelope directly to the volunteer picking your hamper up. In the past some of our parents didn't get the cards until Christmas morning and we like them to have the opportunity to use them for Christmas.

3) Pick Ups

Staff will be picking up hampers during the days on December 13th & 14th only (Monday and Tuesday) to ensure on-time delivery to the children and their families. You will be contacted in December with a date and time. Please put the hampers in either closed boxes or Rubbermaids with the family number clearly marked on the outside of each box.

4) Tax Receipts

To receive a tax receipt for your purchases, please place the receipts in a separate envelope labeled with your name and family number. Include the completed Tax Receipt Form (on our website - DonorForms). It must be filled out with each receipt amount (less GST) and related to a specific Hamper item. Please note that a calculated Grand Total must be included on your Form (and GST cannot be included). **Please hand the envelope to the volunteer picking up the hamper.**

Note, there must be a separate Tax Receipt Form completed for each unique donor. Tax Receipts will be mailed out in February/March.

Once again we want to thank you for your generosity at these special times of year. If you have any questions I can be reached at either 541-0277, my cell 815-9719 or by email at bparkhill@heartlandagency.org.

Happy Holidays!
Brianna Parkhill /Ms Claus

For more Hamper Drive details and Forms, please visit:

www.evenstartfoundation.org/xmas

