

MEND 2009 CHRISTMAS PROGRAM ADOPTION GUIDELINES

Dear Sponsors:

Thank you very much for your willingness to adopt a needy family this holiday season! You will be blessed as you reach out in this special way to those who are less fortunate. Please keep the following guidelines in mind as you make your purchases:

1. Each family member should be given a new article of clothing (such as a sweater or a sweatshirt). One or two gifts should be given to each child, in addition to the article of new clothing. **Only new gifts should be given in the Christmas basket.** If you would like to give other types of slightly used items such as clothing or shoes, please contact the family after the holidays to obtain their correct sizes.
2. Although the dollar amount spent for your adopted family is entirely subjective and dependent on your judgment of what you can personally afford, experience has shown that a good estimation is approximately \$75.00-\$100.00 per family member:

For a family of four... approximately \$300.00-\$400.00

The \$75-\$100 allotment should include food for the family, at least one toy for each child, and a clothing item for each family member. It will be greatly appreciated, if you can include a household item.

3. A gift for the parents will be appreciated such as a household item (blanket, kitchen utensils, area rug, space heater, etc.)
4. A sufficient amount of food will need to be provided for a festive Christmas meal and for a few days afterwards. See the attached list of **Suggested Food Items** for ideas of what to include in the food basket. Naturally, the final selection is yours and that is what makes it more personal. Please keep in mind that if you are adopting a Latino family, it is a tradition in their culture to make tamales for Christmas. It will be nice to buy the ingredients for this dish. **The family will not receive the food that they normally receive from MEND.**
5. Please do not purchase furniture/big household items for the family. Sometimes, the family is in need of a lot of big household items such as a refrigerator, stove, sofa, etc. However, MEND recommends sticking to the adoption guidelines in fairness to all adopted families.
6. The individual needs and the situation concerning your adopted family is provided for you on the enclosed copy of their registration form. It is not

mandatory but it is highly recommended that you to visit the family personally before making your purchases. This will help you in making your selections.

If the family has a working telephone number, you should contact them by phone. It is best to call in the evening as most of the school-aged youngsters speak English and they will gladly translate for you. MEND will not provide an interpreter.

7. Please deliver your Christmas basket **no later than Friday, December 18, 2009**. Do not wait until Christmas Day. If you wait until Christmas Day, the adopted family will wonder if they have been forgotten and they will call MEND or other sources to find other options to provide gifts for their children. Avoid waiting until the last minute because the family may not be home and you will miss them for the holiday.
8. Kindly deliver the Christmas basket directly to your adopted family. Part of the rationale for the Adoptions Program is to personalize the act of Christmas sharing. The volunteers and staff at the MEND Center are already busy preparing hundreds and hundreds of boxes for those families who were not adopted and have special needs. However, if you have made several attempts to deliver to the adopted family and simply cannot make the connection, you may take your basket to the MEND Center and volunteers will try to reach the family.
9. For whatever reason, if you are unable to provide the family with their Christmas basket, please notify both the family and your Adoption Coordinator **no later than December 9**. It is very disappointing for the adopted family to receive nothing for the holidays when a commitment has been made to them.

If you have any questions, concerns or problems, after reading these guidelines, please contact your Adoption Coordinator at the number listed below.

Your generosity is greatly appreciated because it makes a difference!

Thank you very much!

Your Adoption Coordinator - _____
Name Phone

email