**Adopt-A-Family Donation Form**

Please complete this form if you are willing to donate gifts to children and families this holiday season. If you have questions, please email, or call the Adopt a Family Coordinator.

**Sarah Gibson**, sgibson2@dhs.state.ia.us, 515-468-8181

OR

**Amanda Marshall**, amarsha1@dhs.state.ia.us , 515-689-2003

***NOTE:*** Persons adopting a family are given a spending parameter of $50 to $100 per family member. (Ex: A family of two parents and two children would be a total of approximately $200 - $400) **Thank you for your help!**

**Please keep a copy of this form for your records and email a copy to Sarah or Amanda at the addresses listed above.**

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| **Name:**Click or tap here to enter text. | **Business Name (if applicable):**Click or tap here to enter text. |
| **Phone:**Click or tap here to enter text. | **Email:**Click or tap here to enter text. |
| **Family size you’re willing to be matched with:**Choose an item. **Children**Choose an item. **Adults** |

Adopt-A-Family Request

Indicate the family size that you are able to help. After we find a family or child to match your

wishes, you will receive a copy of a Request Form which includes the following:

* + Contact information regarding the case worker.
	+ Information about the wishes of our families. If used items are donated, please be sure they are clean and in good repair.
	+ All questions about gift items should be directed to the caseworker.

CONTACT THE CASEWORKER IMMEDIATELY TO CONFIRM THE MATCH

Gift Cards & Cash Policy

Please do not give any form of cash to the clients, this includes ALL gift cards.

How to Prepare the Gifts for Delivery

* + Wrap gifts and attach gift tags with the clients’ number only.
	+ Please do not sign the gift tag, as parents may want gifts to be from Santa.
	+ Place gifts in a large plastic bag and please staple copies of the Adopt-A-Family Request forms to the bags. Used items should be clean, in good repair, and placed in separate bags with a copy of the Request form attached.

Delivering Gifts

All gifts should be delivered BEFORE FRIDAY, DECEMBER 8th to the case workers at:

1005 S Jefferson Street, Indianola, Iowa 50125.

Please contact the caseworker to arrange a delivery date.

\* Due to our confidentiality policy, only caseworkers may deliver items to families and only the child’s number on the forms and gift tags.