



The Salvation Army Harrisburg Christmas Assistance On-Line Application Instructions for FAMILIES

Log on to The Salvation Army Harrisburg website for detailed information on our Christmas Assistance Program, including eligibility requirements. Please confirm that you meet the outlined criteria and can provide necessary documentation prior to proceeding. *The Salvation Army HBG website:* <https://pa.salvationarmy.org/harrisburg-pa/>.

STEP 1: Schedule your In-Person Application Review Appointment.

You should have already scheduled your intake appointment. If you have not, please go to the *appointment scheduling website:* <https://calendly.com/tsa-harrisburg/christmas-application-appointment> and follow the instructions. **Please only complete this form ONE TIME per household.**

STEP 2: Look for your ONE TIME USE code.

Once your appointment is scheduled, you will receive an email from harrisburg.services@use.salvationarmy.org within 2 business days. This email contains the link and your **code** to access the on-line application. NOTE: the code is required to access the on-line application. **Please DO NOT SHARE your code with others as it will only work ONE TIME.**

STEP 3: Complete the online application.

Once you receive your application invite code, log on to *The Salvation Army Angel Tree application site:* <https://saangeltree.org/>. Instructions to complete the application are below. **Please complete the on-line application prior to your in-person appointment.**

STEP 4: Come to your scheduled in-person appointment and bring your documentation.

Review documentation requirements in your confirmation email and bring to the appointment you scheduled in step 1.

Instructions to Complete the Angel Tree On-Line Application

Once you receive your application invite code, log on to *The Salvation Army Angel Tree application site:* <https://saangeltree.org/>.

Note, the code you receive is a one-time use code and cannot be shared with other households.

Please complete your on-line application *PRIOR* to your scheduled appointment.

Scroll to the very bottom of the landing page and find the question "HAVE YOU ALREADY STARTED AN APPLICATION?". Click NO to start a new application. The next question will pop up, "DO YOU HAVE AN INVITATION CODE?". Click YES in the box to the right of the question. Additional boxes will pop up for INVITE CODE and ZIP CODE, as shown below. Enter your application invite code and your household zip code. Note, you must have a valid invite code from our office. Please verify that your zip code is correct before pressing GO. The zip code cannot be changed once you enter the application. Once all numbers are checked, press GO.

DO YOU HAVE AN INVITATION CODE?

Note: An invitation code may or may not be required in your area. If you do not have one, click No and enter your Zip Code to see if you are eligible to apply via this site.

INVITE CODE

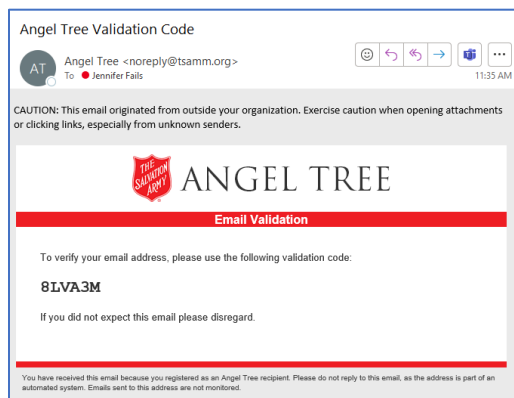
ZIP CODE

Go

If you get an error message regarding your zip code and you have confirmed it is correct, please call our office for assistance at 717.233.6755.

You will then be asked to enter your email address. It must be a valid email address, so please confirm that you have entered it correctly. Click NEXT and the system will send a validation code to the email address you entered. Find the email from [Angel Tree <noreply@tsamm.org>](mailto:noreply@tsamm.org), copy the validation code and enter it in the box as shown. Click NEXT. This will open the application. NOTE: the email address cannot be changed once the application is opened. DO NOT COMPLETE MULTIPLE APPLICATIONS UNDER DIFFERENT EMAIL ADDRESSES. You may be disqualified from the program.

Email Address



Verification Code:

GENERAL ON-LINE APPLICATION INSTRUCTIONS (READ PRIOR TO STARTING THE APPLICATION)

Prior to starting your application, collect the necessary information and documents. Documents are not required for the on-line portion of the application but will be needed when you come to your appointment.

Documentation and Information Requirements:

1. **Identification** for each member of the household (Social Security cards NOT accepted):
 - a. Adults (age 18+): Photo ID or Birth Certificate
 - b. Children (age 0-17): Birth Certificate or Medical Card
2. **Proof of Residency:** Choose one of the following: Current lease, utility bill (not older than 60 days or a Compass print-out (not older than 60 days), with the applicant's name and current address
3. **Income Verification** for each member of the household (with income) for the past 30 days:
 - Pay Stub
 - Bank Statement
 - Unemployment
 - Retirement
 - Pension
 - Child Support
 - Social Security Benefits
 - Welfare Benefits
 - Compass print-out
4. **Angel Information** for each child ages 0-18 as of December 25th:
 - a. Legal Name and Birth Date
 - b. Correct clothing and shoe sizes (up sizes for fast growing children, as they will receive in December!)
 - c. Gift ideas – at least 1 need and 1 want (approximate value \$30 - 50 each)


**Note: The items you receive are not guaranteed and are based on donations received and availability.*

As you complete each field in the application, use the tab key to go to the next field or simply click in the field in which you want to enter data. As you complete a page of the application, ensure all information is complete and accurate. All required fields must be completed prior to moving to the next screen. Use the NEXT and BACK buttons to navigate between the pages. **DO NOT hit ENTER** in any of the fields while you are completing the application. It may take you to the beginning of the section and you can lose the information entered on that screen.

When entering Household Members, **enter each person only one time**. Do not enter yourself as the Primary Applicant and as a Household Member or an Angel.

SECTION 1 - PRIMARY APPLICANT INFORMATION: The Primary Applicant should be the **adult** head of household (the person coming in for the appointment). Please ensure all information provided is accurate and complete. All required fields must be completed prior to moving to the next screen.

APPLICATION PAGE 1 – PRIMARY APPLICANT INFORMATION



ANGEL TREE

Change Language / Cambriar Idioma

ANGEL TREE APPLICATION - PRIMARY APPLICANT INFORMATION

To begin, please provide us with information for the primary applicant (must be parent, guardian or head of household). In the next few steps we will collect information about other household members and children.

All fields are required unless indicated.

First Name

Billy Bob

Last Name

Fake

Date of Birth

Month

10

Day

31

Year

1975

Gender

Male

Race

White

Ethnicity

Non-Hispanic/Non-Latino

Preferred Language - Optional

English

Household Type

Two Parent Family

Email Address

bbfake@gmail.com

Address

123 North Street

Apt. Suite, Floor, etc. - Optional

Apt 2

City

Hummelstown

State

Pennsylvania

Zip Code

17036

Phone Number

(555) 555-5555

Phone Owner - Optional

Self

Referral Source - Optional

NEXT

Click <NEXT> to submit the Primary Applicant / Head of Household information and to save the application.

ANGEL TREE APPLICATION CONFIRMATION EMAIL: Once the Primary Applicant page is saved, the Angel Tree system will generate an automatic email to the applicant from: [Angel Tree <noreply@tsamm.org>](mailto:AngelTree<noreply@tsamm.org>). This email will contain a link to finish your application if you do not complete it in one session. **Please note, this is a link to YOUR application only. Do not share it with others.**

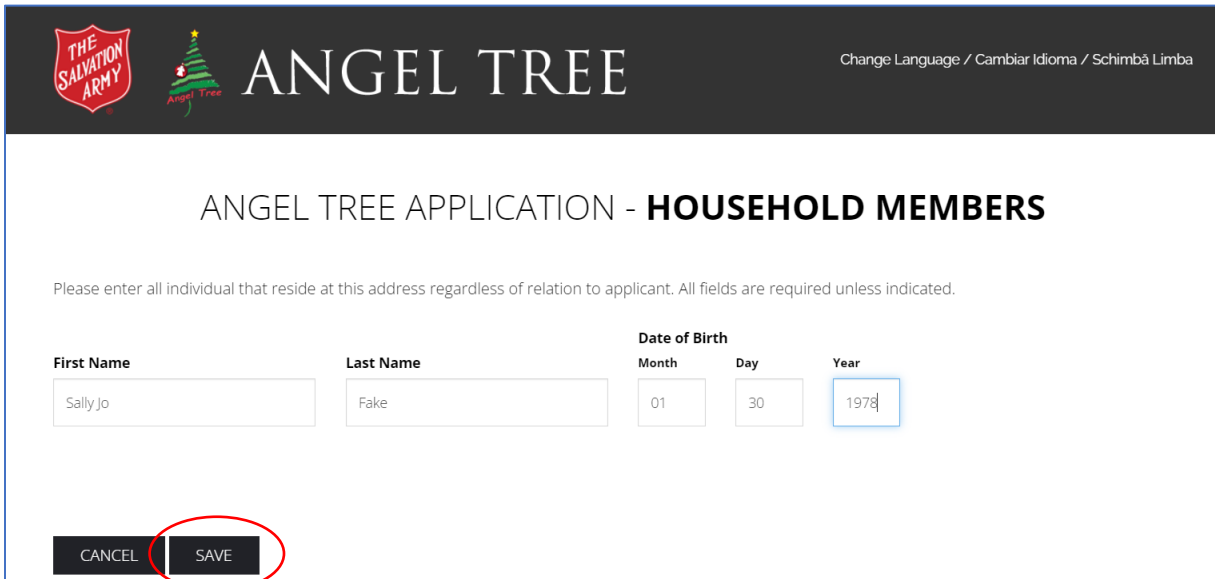


SECTION 2 – HOUSEHOLD MEMBERS: This is where ALL members of the household are added to the application, **both ADULT members and CHILDREN (Angels)**. *Note: This is different from previous years.*

To add people to the application, click on [Add Household Member](#).

A screenshot of the "ANGEL TREE APPLICATION - HOUSEHOLD MEMBERS" page. The header is dark grey with the "ANGEL TREE" logo on the left and "Change Language / Cambiar Idioma / Schimbă Limba" on the right. The main content area is white and contains the text "ANGEL TREE APPLICATION - **HOUSEHOLD MEMBERS**". Below this, it says "Please enter all individual that reside at this address regardless of relation to applicant. All fields are required unless indicated." and a blue link "Add Household Member" with a plus icon. At the bottom, there are two buttons: "BACK" and "NEXT".

Enter the name and birthdate of the household member. Once you have verified the information is complete and correct, click SAVE.



ANGEL TREE APPLICATION - **HOUSEHOLD MEMBERS**

Please enter all individual that reside at this address regardless of relation to applicant. All fields are required unless indicated.

First Name: Sally Jo

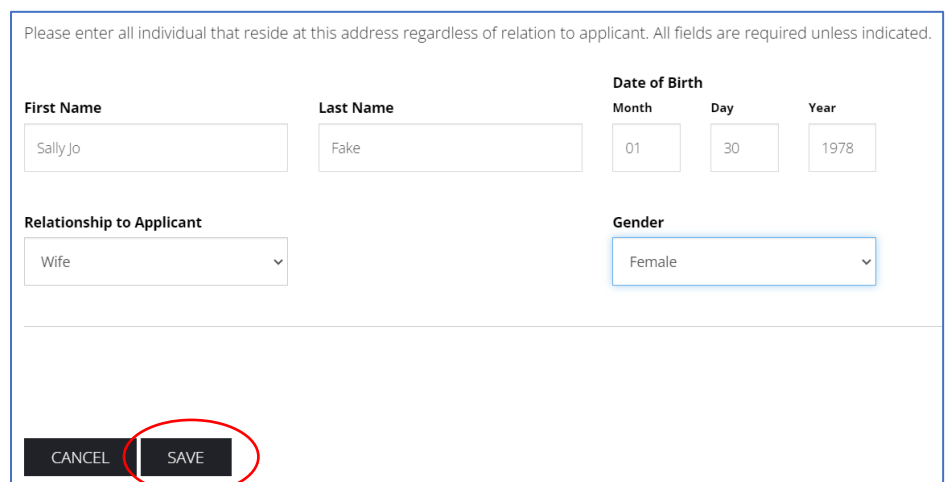
Last Name: Fake

Date of Birth: Month: 01, Day: 30, Year: 1978

CANCEL SAVE

ADULT HOUSEHOLD MEMBERS:

If the household member is an ADULT, fields for the relationship to the Head of Household and Gender will pop up. Complete those fields and click SAVE.



Please enter all individual that reside at this address regardless of relation to applicant. All fields are required unless indicated.

First Name: Sally Jo



Last Name: Fake

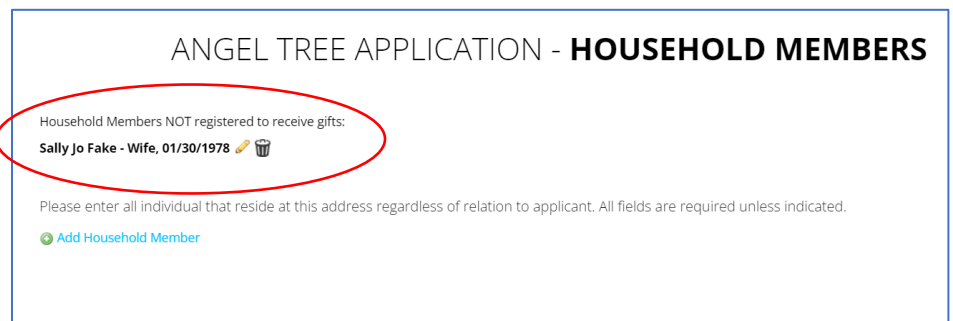
Date of Birth: Month: 01, Day: 30, Year: 1978

Relationship to Applicant: Wife

Gender: Female



CANCEL SAVE

The additional adult member of the household entered will now show on the Household Members page. You can edit or delete the household member's information by clicking on the icons to the right of their name:
Edit  or Delete .



ANGEL TREE APPLICATION - **HOUSEHOLD MEMBERS**

Household Members NOT registered to receive gifts:

Sally Jo Fake - Wife, 01/30/1978  

Please enter all individual that reside at this address regardless of relation to applicant. All fields are required unless indicated.

[Add Household Member](#)

Continue adding ADULT members of the household by clicking on [Add Household Member](#) and completing all data fields. (Again, DO NOT add yourself / the applicant in this section.)

CHILDREN (0-18 Years Old) – ANGELS:

To add CHILDREN / Angels you also click on [Add Household Member](#). When you SAVE a household member that is qualified as an ANGEL (ages 0 -18 as of December 25th), a box will pop up asking if you would like to register them for Angel Tree program. Click <Yes> to open the Angel Tree fields.

The screenshot shows the 'ANGEL TREE - HOUSEHOLD MEMBERS' form. At the top, there's a header with 'THE SALVATION ARMY' logo and 'ANGEL TREE' text. Below the header, it says 'Household Members NOT registered to receive gifts: Sally Jo Fake - Wife, 01/30/1978'. A message states: 'Please enter all individual that reside at this address regardless of relation to applicant. All fields are required unless indicated.' The form has fields for 'First Name' (SuzyQ), 'Last Name' (Fake), and 'Date of Birth' (Month: 07, Day: 13, Year: 2017). A 'Register Angel?' pop-up dialog is displayed in the center, asking 'SuzyQ Fake is eligible do be a registered for Angel Tree to receive gifts. Would you like to register SuzyQ for Angel Tree?'. The 'Yes' button in the dialog is circled in red. At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons.

Complete the Angel Tree Fields and click <SAVE>. An example child is shown below and explanations of each field follow.

The screenshot shows the 'ANGEL TREE' form with an example child's information filled in. The fields are as follows:

First Name		Last Name		Date of Birth			
Month	Day	Year					
07	13	2017					
SuzyQ		Fake					
Gender - Optional		Need		Wish		Favorite/Genre - Optional	
Female		Winter Boots		Large Doll (not baby)		my little pony	
Clothing Type		Coat Size - Optional		Shoe Size - Optional		Pants Waist - Optional	
Child Girl		8 girls		13 child		6	
Pants Length - Optional		T-Shirt Size - Optional		Shirt Size - Optional		Special Concerns - Optional	
		small		5T		No wool please	
CANCEL		SAVE					

Angel Information Fields Explanations: The Angel Information section is where you will tell donors as much as you can about your child. Try to be as detailed as the space allows. Details help our donors shop according to your child's wants, likes and needs and to provide properly sized clothing. Also, see the [Gift Ideas](#) page at the end of these instructions for more age-appropriate ideas.

ANGEL INFORMATION FIELDS

First Name: This is shared with donors. Please list legal name.

Last Name: This is NEVER shared with donors but is used internally in the system to identify your Angel.

Date of Birth: Please ensure this is entered accurately, as this affects the type of gifts your child will receive.

Gender: Choose the gender with which your child identifies. Should you need to provide further details, use the “Special Concerns” field.

Need: Put items that the child needs (versus a want). Be sure to list the size in the appropriate fields in the application.

- Do they need a coat, boots, hat, mittens, socks, pajamas, slippers, or robe?
- Do they need bedding? Sheets, blankets, pillows? – INCLUDED BED SIZE
- Do they need socks or underwear?
- Sneakers or other shoes?

Wish: Enter at least TWO gift ideas here. The total value of each item should be between \$30-50. **DO NOT** ask for the following items:

- **NO** American Girl Dolls (other 18” dolls OK)
- **NO** Apple products (generic brand electronics are OK; pay as you go cell phones, MP3 player or Tablet OK)
- **NO** gift cards
- **NO** gaming systems or video games (NO Wii, Xbox, Play Station, Nintendo DS or Switch, etc.)
- **NO** bicycles and NO hoverboards (scooters and skateboards OK)

Favorites/Genre: List the child’s favorite thing to do or watch. Examples are below:

- | | |
|--|---|
| • Favorite Color | • Favorite Sports Teams |
| • Favorite Animal | • Favorite Games (while video games are not allowed, a branded toy, T-shirt, PJs, bedding, backpack or other merchandise related to the game is OK) |
| • Favorite Characters from TV Shows/Movies or Cartoons | • Favorite Book Series |
| • Favorite Music Style, Groups or Singers | |
| • Favorite Sports / Activities or Hobbies / Interests | |

Clothing Type: This field is to help donors understand the sizes you put in the clothing fields – whether a size 4 is a toddler, child, junior women’s or if a medium is a youth or adult size.

Coat Size: If one of the needs or wishes of your child is a coat (even if not called out in an earlier field), enter their coat size information here.

Shoe Size: Include shoe size category with the shoe size (infant, child, youth, men’s or women’s) if socks or shoes are on your child’s list.



Pants Waist and Pants Length: These fields are not applicable to most children’s sizes, but these are the fields the system provides. Please use the *Pants Waist* field for the main pants size, include additional descriptions you feel needed to assist our donors (junior, slim, etc). You can leave the *Pants Length* field blank if you do not need it for actual length in inches or you can put tall or short as an added description.

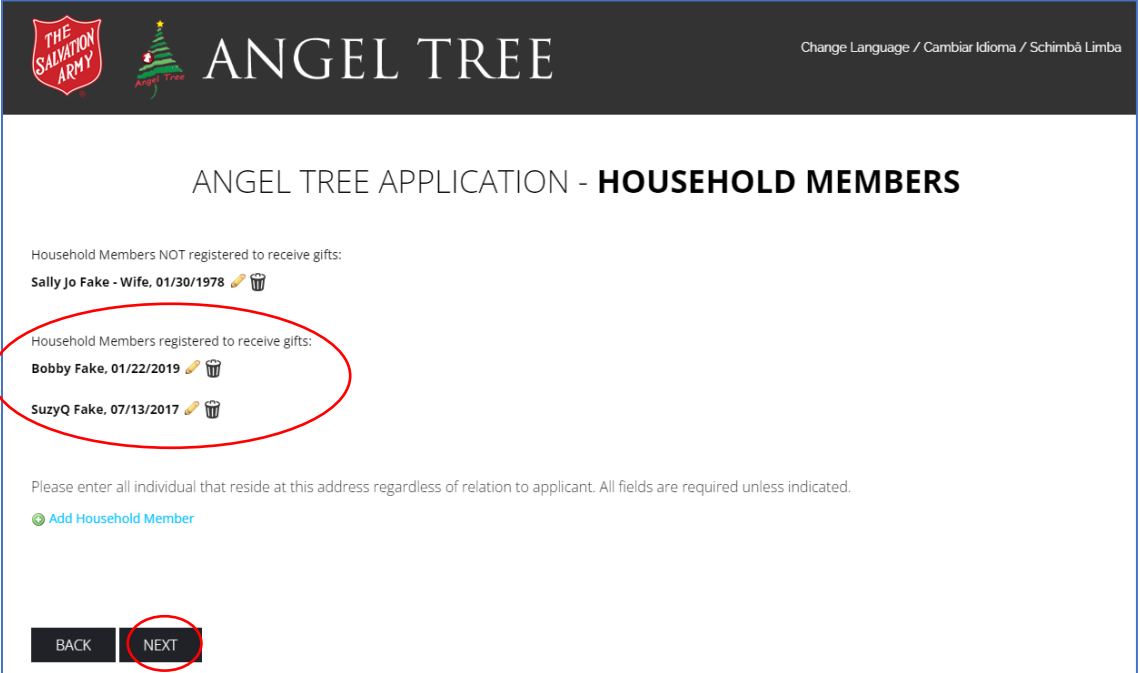
T-Shirt Size: This field is for shirts or tops that do not have number sizes – list Small, Medium, Large, etc.

Shirt Size: This field is for shirts or tops that have number sizes. List in detail for your child (6 months, 6T, 6 junior, 6 boys, 18 boys, 15.5 men’s, etc).

Special Concerns: Use this field to let us know if your child has any special needs or accommodations that you feel is important for donors to know. Some examples are below. You will be able to provide additional details during your in-person appointment.

- Autistic, likes light up toys
- Autistic sensory, sweatpants only
- Prefers loose clothing
- Adjustable waist pants only
- No buttons
- Skirts only, no pants
- Developmental level differs from age
- Strong reader – 6th grade level

Click <SAVE> after each Angel. As with the other household members, the Angel entered will now show on the Household Members page. You can edit or delete the household member's information by clicking on the icons to the right of their name: Edit  or Delete .





THE SALVATION ARMY ANGEL TREE



Change Language / Cambiar Idioma / Schimbă Limba



ANGEL TREE APPLICATION - **HOUSEHOLD MEMBERS**

Household Members NOT registered to receive gifts:

Sally Jo Fake - Wife, 01/30/1978  

Household Members registered to receive gifts:

Bobby Fake, 01/22/2019  

SuzyQ Fake, 07/13/2017  

Please enter all individual that reside at this address regardless of relation to applicant. All fields are required unless indicated.

[Add Household Member](#)

BACK NEXT

Continue adding Angels by clicking on [Add Household Member](#). When you have entered ALL the members of your household – BOTH adults and children, check NO on this page to indicate there are no more Angels and click <NEXT> to go to the next section.

SECTION 3 – HOUSEHOLD BUDGET: This is a worksheet to enter the income and expenses for all members of the household.

REMEMBER do not hit <ENTER> between fields. Use the tab or mouse or your finger (on a touch screen) to move to the next field.

Monthly Income: This section should list ALL income, including Earned Income (from employment), unemployment compensation or other benefits, including SNAP or SSI. The values in the applicable fields should be household totals. If multiple members of the household receive the same type of benefit, add them together and enter the total amount in the field.

Monthly Expenses: Scroll down on the same HOUSEHOLD BUDGET page to find the Monthly Expenses section. While the expense fields are not required, we encourage you to complete this section of the application in order to give our staff a clearer picture of your household need. As with income, the values in the field should be for the entire household.



ANGEL TREE APPLICATION - **HOUSEHOLD BUDGET**

Please provide us with information concerning your monthly household budget. This information may be used to determine program eligibility.

Monthly Income

Optional Employment/Earned Income (Applicant)	Optional Employment/Earned Income (Spouse)	TANF - Optional	SNAP - Optional
<input type="text" value="\$0.00"/>	<input type="text" value="\$1,200.00"/>	<input type="text" value="Numbers Only"/>	<input type="text" value="\$400.00"/>
SSI - Optional	SSDI - Optional	Social Security - Optional	Child Support - Optional
<input type="text" value="Numbers Only"/>	<input type="text" value="500"/>	<input type="text" value="Numbers Only"/>	<input type="text" value="Numbers Only"/>
Unemployment Benefits - Optional	Government Benefits - Optional	Other Income - Optional	
<input type="text" value="Numbers Only"/>	<input type="text" value="Numbers Only"/>	<input type="text" value="Numbers Only"/>	
Total Monthly Income			
<input type="text" value="\$2,100.00"/>			

In the example, multiple members receive the following SNAP and SSDI benefits:

- SNAP: Household of 4 = \$400 total household benefit
- SSDI: Child 1 (\$200) + Child 2 (\$300) = \$500 total household benefit

While the expense fields are not required, we encourage you to complete this section of the application to give our staff a clearer picture of your household need.

Monthly Expenses

Mortgage/Rent - Optional	Electricity - Optional	Water - Optional	Gas - Optional
<input type="text" value="\$600.00"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$30.00"/>	<input type="text" value="Numbers Only"/>
Transportation - Optional	Child Care - Optional	Medical - Optional	Other Expenses - Optional
<input type="text" value="\$60.00"/>	<input type="text" value="\$200.00"/>	<input type="text" value="\$50.00"/>	<input type="text" value="\$600.00"/>
Total Monthly Expenses			
<input type="text" value="\$1,640.00"/>			

[BACK](#)[NEXT](#)

When both the income and the expense sections are complete, use the NEXT button to go to the next page of the application.

SECTION 4 – REVIEW APPLICATION FOR ACCURACY: This section gives you a chance to review all the information you entered in each previous section. If you need to make any changes, click <EDIT> next to the section you need to adjust. If everything is correct, click <NEXT> at the bottom of the page.



ANGEL TREE APPLICATION - REVIEW FOR ACCURACY

Before continuing your submission, please take a moment to review the following details for accuracy. Click EDIT or BACK to make any adjustments.

Applicant:

[EDIT](#)

Name: Billy Bob Fake
Date of Birth: 10/31/1975
Apt. Suite, Floor, etc.: 123 North Street, APT 2
Harrisburg, PA, 17104
Phone Number: (555) 555-5555
Phone Owner: Self
Referral Source:
Gender: Male
Race: White
Ethnicity: Non-Hispanic/Non-Latino
Preferred Language: English
Email Address:

Household member (Non-Angel):

[EDIT](#)

Name: Sally Jo Fake
Date of Birth: 01/30/1978
Relationship to Applicant: Wife
Gender: Female

Household member (Angel):

[EDIT](#)

Name: Bobby Fake
Date of Birth: 01/22/2019
Gender: Male
Need: sneakers
Wish: Train Set, Cars, Trucks
Favorite/Genre: Thomas the Tank
Clothing Type: Child Boy
Coat Size: 6T
Shoe Size: 11 child
Pants Waist: 5T
Pants Length:
T-Shirt Size: small boys
Shirt Size: 5T
Special Concerns: Won't wear green

Name: SuzyQ Fake
Date of Birth: 07/13/2017
Gender: Female
Need: Winter Boots
Wish: Large Doll (not baby)
Favorite/Genre: my little pony
Clothing Type: Child Girl
Coat Size: 8 girls
Shoe Size: 13 child
Pants Waist: 6
Pants Length:
T-Shirt Size: small
Shirt Size: 5T
Special Concerns: No wool please


Financial Information:

[EDIT](#)

Employment/Earned Income (Applicant):	\$0.00
Employment/Earned Income (Spouse):	\$1,200.00
TANF:	\$0.00
SNAP:	\$400.00
SSI:	\$0.00
SSDI:	\$500.00
Social Security:	\$0.00
Child Support:	\$0.00
Unemployment Benefits:	\$0.00
Government Benefits:	\$0.00
Other Income:	\$0.00
Total Monthly Income:	\$0.00
Mortgage/Rent:	\$600.00
Electricity:	\$100.00
Water:	\$30.00
Gas:	\$0.00
Transportation:	\$60.00
Child Care:	\$200.00
Medical:	\$50.00
Other Expenses:	\$600.00
Total Monthly Expenses:	\$0.00

[BACK](#)[NEXT](#)

SECTION 5 – DISCLAIMER AND CONSENT: This is where you confirm you understand the rules of the program as communicated on our local web page and you give The Salvation Army permission to use the information you disclosed in the application as needed for administration of the Angel Tree program.

ANGEL TREEChange Language / Cambriar Idioma

ANGEL TREE APPLICATION - **DISCLAIMER AND CONSENT**

Please read the information below and sign to indicate your consent.

Disclaimer
Registration with the Salvation Army Angel Tree does not guarantee that you will receive gift(s). The Salvation Army is not responsible for quantity or quality of gifts received.
I certify that all information, to my knowledge, is correct. I give permission for my information to be used and disclosed, as needed, for administration of the Angel Tree program.

☐ I agree to the use of an electronic signature and the electronic signature terms below.

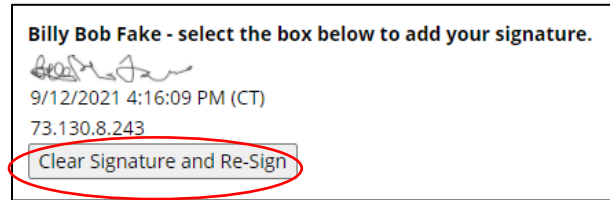
Electronic Signature Agreement
By checking the "I agree" box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your written signature on this Agreement. By selecting "I agree" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or to otherwise provide The Salvation Army instructions via www.SAAngelTree.org, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature.

Billy Bob Fake - select the box below to add your signature.

[BACK](#) [NEXT](#)



Check the box to agree and then click in the signature box. Another window will pop up and you can use your mouse or finger (if you are using a touch screen device) to sign.

Click <APPLY SIGNATURE> and your time stamped signature will appear on the Disclaimer and Consent page.



If you are not satisfied with your signature, click <CLEAR SIGNATURE AND RE-SIGN> and the Signature window will reopen. Sign again and click <APPLY SIGNATURE>.

When you are happy with your signature, click <NEXT> to complete the section.



ANGEL TREE

Change Language / Cambriar Idioma

ANGEL TREE APPLICATION - **DISCLAIMER AND CONSENT**

Please read the information below and sign to indicate your consent.

Disclaimer

Registration with the Salvation Army Angel Tree does not guarantee that you will receive gift(s). The Salvation Army is not responsible for quantity or quality of gifts received.


I certify that all information, to my knowledge, is correct. I give permission for my information to be used and disclosed, as needed, for administration of the Angel Tree program.

☒ I agree to the use of an electronic signature and the electronic signature terms below.

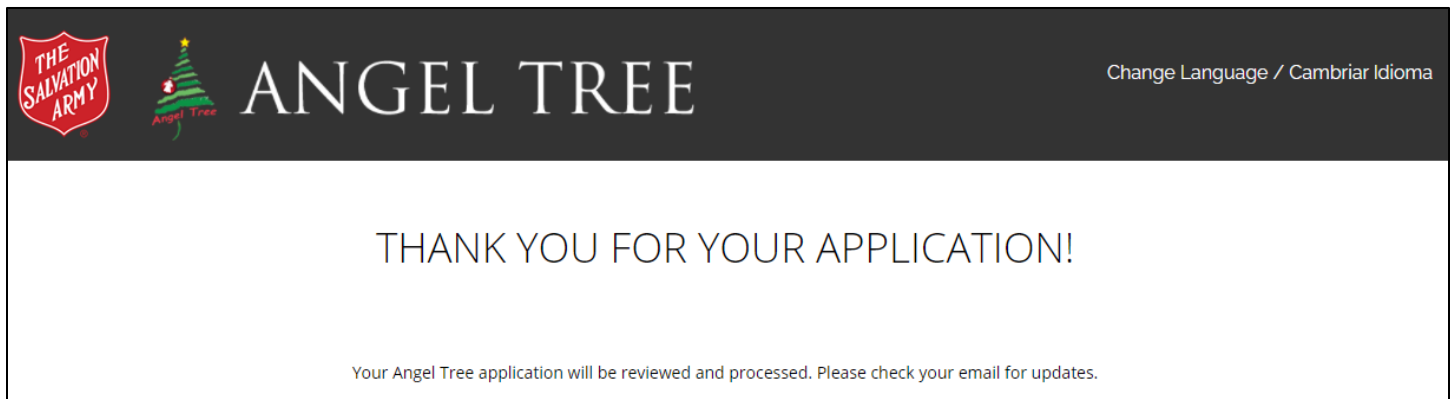
Electronic Signature Agreement

By checking the "I agree" box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your written signature on this Agreement. By selecting "I agree" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or to otherwise provide The Salvation Army instructions via www.SAAngelTree.org, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature.

Billy Bob Fake - select the box below to add your signature.


9/12/2021 4:16:09 PM (CT)
73.130.8.243

You will then see the pop-up message below AND YOU ARE DONE! Congratulations!



NEXT STEPS

Once your on-line application is complete, the next step is your in-person appointment to check for accuracy and completeness and to review all your documents. Details of the documentation requirements are in the email confirmation you received from the calendar site. If you have any questions prior to your appointment that are not answered in that email, please call our office at 717.233.6755.