



ADOPT A FAMILY

Sponsorship 101

1. Please make certain that you are able to deliver gifts on designated date and time, prior to submitting the application.
2. We understand emergencies do arise that are beyond your control. *If, after completing a sponsorship form and receiving a family's information, an emergency arises that prohibits you from participation in the program, **please let us know immediately.*** Your "adopted" family will have been notified to pick up gifts, so other arrangements will need to be made quickly.
3. Please remember that your family's information list is only a "wish" list which is intended to be suggestions to assist you with shopping. **There is no set limit as to an amount to spend on your 'adopted' family; it is all completely at your discretion.* We ask simply that each member of the family have at least one gift to open.
4. *All gifts must be new, wrapped and labeled with recipient's name. Gifts should be placed in large bags, and labeled with family identification number prior to delivery.* The Salvation Army Social Services Bureau will provide labels in the sponsorship packet which will be mailed to you after you have been matched with a family/senior.
5. Please consider providing non-perishable food items or food gift cards for your adopted family for their holiday meal.
6. *The following are times designated to drop off gifts for your family:*
Monday, December 17th, from 9:00 AM to 7:00 PM
7. **The delivery location is, 4020 E. Galbraith Road, Cincinnati, Ohio, 45236.**
8. Applications for sponsorship will be accepted until November 16, 2018.
9. Upon receipt of your sponsorship application, your contact information and requests will be entered into our sponsor database. You will be personally matched with a family or senior who most closely meets your request criterion, whose need has been verified and who has been referred by social workers of The Salvation Army Social Services Bureau, or one of their partnering social service agencies in the Greater Cincinnati area. *We will make every effort possible to turn around the information in as little time as possible, in order to accommodate your shopping.*
10. If you have any questions regarding The Salvation Army Adopt A Family program, please contact us via email at: swo.adoptfamily.use.salvationarmy.org