



2017 Holiday Assistance Program Sponsor Guidelines

Thank you for sponsoring a Foundation Communities family for the holidays!

1. **Complete and return the below Sponsor Form no later than 5pm on Friday, December 1, 2017.** If you wish to be matched to a family prior to the Thanksgiving holiday, we encourage you to turn in your form no later than end of business on Friday, November 17.

2. **Get matched. Please allow up to 3 business days to receive your match.** Once we match you with a family, you will receive some basic information about the family along with their wish list and details about each family member. Families will be immediately notified that they have received a sponsor for the holidays, so we are counting on you to make your gift delivery within the program time frame. Thank you for your support!

3. Shop for gifts! Guidelines:

- **Please purchase new gift items.** You are not expected to provide everything on the list. On average, you can expect to spend about \$50 - \$100 per family member. (*Reminder – you don't have to purchase every item.*)
- **Please do NOT purchase more than \$200 in gift items per person including the total value of gift cards.** Please contact Foundation Communities if you have a special request to exceed this amount.
- **If donating gift cards:**
 - Ensure with the store that your gift card is loaded with your selected amount before delivery.
 - Write the gift card amount on the card.
 - Enclose gift cards in a separate envelope labeled with the family ID and total gift card amount.
- **Other important instructions and helpful tips will be included in your match confirmation email.** If you are matched to multiple families, you can expect to receive **one match email per family you are sponsoring**, so be on the lookout for multiple match confirmation emails.

4. **Deliver your gifts – ALL deliveries will be accepted by appointment between Tuesday, December 5 and Monday, December 11.** *Dates and times vary by property; Saturday deliveries available at certain properties, but not all.* Specific delivery instructions and appointment schedules will be provided to you once you are matched to a family. Deliveries will be made to selected property staff at designated property drop-off locations, not directly to resident's homes. We appreciate your understanding our responsibility to uphold client confidentiality and maintain trust.

PLEASE KEEP A COPY OF THIS INFORMATION FOR YOUR RECORDS AND RETURN THE SPONSOR FORM.

Questions or comments? Email meghan.hein@foundcom.org or call 512-610-4008



Holiday Assistance Program 2017 Sponsor Form

First Name: _____ Last Name: _____

Organization/Company/Church/Group Name (if applicable): _____

Mailing address (required): _____

City, State _____ Zip _____

Phone (required): _____ Email: _____

Prefer contact through: (select one) Email Phone

Have you sponsored a family with Foundation Communities before? (required, select one) YES NO

How many families would you like to sponsor? (required) _____

What family size? (required, select one)

- | | | |
|----------------------------------|-----|-----------------|
| - 1 single adult, likely elderly | - 4 | - 7 + |
| - 2 | - 5 | - No preference |
| - 3 | - 6 | |

Please select an area of town that is convenient for you to make your gift delivery:

North South Central East West No Preference

If you wish to leave additional comments, you may do so in the space below:

Return your completed form to Meghan Hein

meghan.hein@foundcom.org | fax - 512-916-4420 | 2600 W. Stassney Ln. Austin, TX 78745

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