



## 2019 Holiday Assistance Program Sponsor Guidelines

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

Thank you for sponsoring a Foundation Communities family for the holidays! Please review the following before submitting your sponsor registration.

- Sponsor registration is open until **Thursday, December 5, 2019**. ***Sponsor registrations received by Friday, November 22 will be matched to a family before the Thanksgiving holiday.***
- Sponsors will be notified of their matched family, basic information about the family, and that family's wish list within 3 business days via email. Add [meghan.hein@foundcom.org](mailto:meghan.hein@foundcom.org) to your safe sender list and keep an eye on your spam folder as our messages sometimes get caught there. We particularly have trouble with messages going through to Hotmail and Outlook accounts. If you do not receive a message from Foundation Communities within 3 business days, please contact Meghan at 512-610-4008.
- If you are unable or unwilling to sponsor the family you have been matched with, please reply to your match notification email as soon as this is determined so we can match the family to another community sponsor.
- Sponsors are asked to budget between \$50-\$100 per family member. Please do not exceed \$200 per family member. This helps keep the Holiday Assistance Program fair for all recipient families.
- Deliveries will be accepted by appointment between December 9 and December 16. Appointment dates and times vary by property and are on a first come, first serve basis. Appointments must be scheduled by December 7 and a link to the delivery appointment sign up form will be provided with your matched family information. Thank you in advance for helping our team plan ahead during this busy season!
- Please do not wrap gifts for children; this way their parents will know what their kids are receiving and can enjoy wrapping gifts for their family. Sponsors may include wrapping supplies with their donation. You may wrap gifts for adults.
- Please do not contribute homemade baked goods or candies. Because we operate Food Pantries at all our properties, Health Department codes prevent us from accepting and distributing these gifts.

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

Questions or comments? Email [meghan.hein@foundcom.org](mailto:meghan.hein@foundcom.org) or call 512-610-4008

**Return your completed form to Meghan Hein**  
[meghan.hein@foundcom.org](mailto:meghan.hein@foundcom.org) | 2600 W. Stassney Ln. Austin, TX 78745

## 2019 Holiday Assistance Program Sponsor Form

<b>First Name:</b>		<b>Last Name:</b>	
<b>Organization/Company:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Mailing Address:</b>			
<b>City, State:</b>		<b>Zip:</b>	
<b>Have you sponsored a family with Foundation Communities before?</b>		YES	NO
<b>How many families would you like to sponsor?</b>	_____		
<b>What family size? (required, select up to 3 options)</b>	<b>Please select 2-3 areas of town that are convenient for you to make your gift delivery (see map below):</b>		
<input type="checkbox"/> 1-3 <input type="checkbox"/> 2-4 <input type="checkbox"/> 3-5 <input type="checkbox"/> 4-6 <input type="checkbox"/> 5-7 <input type="checkbox"/> No preference	<input type="checkbox"/> 1 single adult, likely older or living with a disability <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 +	<input type="checkbox"/> A. North North-West <input type="checkbox"/> B. North West <input type="checkbox"/> C. North Central <input type="checkbox"/> D. North East <input type="checkbox"/> E. East Central <input type="checkbox"/> F. South East <input type="checkbox"/> G. South Central <input type="checkbox"/> H. South South-Central <input type="checkbox"/> I. Southwest <input type="checkbox"/> J. Anywhere North of Downtown <input type="checkbox"/> K. Anywhere South of Downtown <input type="checkbox"/> L. No Preference	
<b>When do you expect will be your preferred delivery time?</b> Deliveries will be accepted between 12/9 & 12/16. Specific delivery days and times available will vary by site. Your answer does not commit you to a time, but is helpful for our planning.			
<input type="checkbox"/> A. Weekday Daytime <input type="checkbox"/> B. Weekday Evening <input type="checkbox"/> E. Saturday Daytime <input type="checkbox"/> G. I'm not sure <input type="checkbox"/> H. Anytime! I'm flexible.			
<b>If you wish to provide additional comments, you may do so in the space below:</b> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>			

**Return your completed form to Meghan Hein**  
[meghan.hein@foundcom.org](mailto:meghan.hein@foundcom.org) | 2600 W. Stassney Ln. Austin, TX 78745