



2021 Holiday Assistance Program Sponsor Guidelines

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

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

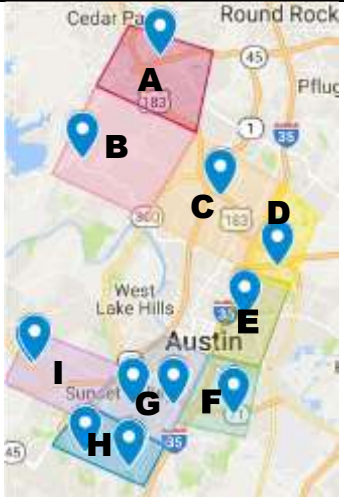

- Sponsor registration is open until **Sunday, December 5, 2021**. ***Sponsor registrations received by Friday, November 19 will be matched to a family before the Thanksgiving holiday.***
- Sponsors will be notified of their matched household, basic information about the household, and a list of gift cards requested within 3 business days via email. Add 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 household you have been matched with, please reply to your match notification email as soon as this is determined so we can match the household 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 recipients.
- **For the 2021 program we are only accepting gift cards, not in kind gift items.**
- Deliveries of gift cards will be accepted by appointment at the property where the household lives between 12/8-12/10 or 12/13-12/14 during business hours, or by appointment at one of our centrally located Austin Prosper Centers with Saturday options. Appointments must be scheduled by December 9 and a link to the delivery appointment sign up form will be provided with your matched household information. Thank you in advance for helping our team plan ahead during this busy season!
- 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 or call 512-610-4008

Return your completed form to Meghan Hein
meghan.hein@foundcom.org

2021 Holiday Assistance Program Sponsor Form

First Name:		Last Name:	
Organization/Company:			
Email:		Phone:	
Mailing Address:			
City, State:		Zip:	
Have you sponsored a family with Foundation Communities before?		YES	NO
How many households would you like to sponsor?		_____	
What household size? <i>(required, select up to 3 options)</i>		When do you expect will be your preferred delivery time?	
<input type="checkbox"/> 1-3 <input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2-4 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3-5 <input type="checkbox"/> 3 <input type="checkbox"/> 7+ <input type="checkbox"/> 4-6 <input type="checkbox"/> 4 <input type="checkbox"/> No preference <input type="checkbox"/> 5-7		Your answer does not commit you to a schedule, but is helpful for our planning. <input type="checkbox"/> A. Weekday Morning (9am-noon) <input type="checkbox"/> B. Weekday Afternoon (noon-5pm) Weekday deliveries will take place at the matched community between 12/8-12/10 or 12/13-12/14, typically dropping off at the Leasing Office during business hours. <input type="checkbox"/> C. Saturday Daytime Saturday deliveries will take place at our Prosper Centers in North Central or South Central Austin on 12/4 and 12/11. <input type="checkbox"/> D. Anytime! I'm Flexible	
Please select 2-3 areas of town that are convenient for you to make your gift delivery (see maps):			
<input type="checkbox"/> A. North North-West Austin <input type="checkbox"/> J. Anywhere North Austin <input type="checkbox"/> B. North West Austin <input type="checkbox"/> K. Anywhere South Austin <input type="checkbox"/> C. North Central Austin <input type="checkbox"/> L. Anywhere in Austin <input type="checkbox"/> D. North East Austin <input type="checkbox"/> M. Arlington (North Texas) <input type="checkbox"/> E. East Central Austin <input type="checkbox"/> N. Carrollton (North Texas) <input type="checkbox"/> F. South East Austin <input type="checkbox"/> O. Anywhere in North Texas <input type="checkbox"/> G. South Central Austin <input type="checkbox"/> H. South Austin <input type="checkbox"/> I. Southwest Austin			
If you wish to provide additional comments, you may do so in the space below:			

Return your completed form to Meghan Hein at meghan.hein@foundcom.org