



## West Des Moines Human Services 2019 Adopt-A-Family Program Guidelines & Tips

### How It Works...

1. Sponsors submit a completed holiday sponsor form and are matched with a family. Families are assigned an identification number.
2. The sponsor is provided with family information including names, address and ages.
3. At a minimum, sponsors are asked to purchase two to three gifts for each child in the family (up to age 18). **Gifts for the adults are optional.** Providing a grocery gift card for a holiday meal is also optional. If a sponsor desires to provide more for the family, they are free to do so.
4. A "wish list" detailing gift ideas for each child as well as the ages, genders and clothing sizes of each child will be provided. Please note, the wish list is intended to be a guide to help choose a gift. Sponsors are free to substitute with other items they feel the family may enjoy. The family understands that sponsors are not able to fulfill all their wishes.
5. We suggest a \$50 to \$100 cap per individual, however sponsors are free to spend more. Please try to evenly distribute your generosity among the children in a family. Understand that more expensive gifts may be requested, but are not expected.
6. Please wrap the gifts and label each gift with the individual's first name and family identification number. Please place the packages in plastic bags or boxes. **In large, bold letters, please label the bags or boxes with your family's identification number.** We ask that you kindly keep your bags or boxes lightweight so that one person can easily handle them.
7. Sponsors may deliver directly to the family, or gifts may be delivered to WDM Human Services. If delivering to the family, sponsors are asked to contact the family to make delivery arrangements. If delivering to Human Services, staff will contact the family upon receipt of the gifts at our office.
8. Gifts may be delivered to West Des Moines Human Services **on Monday, December 16<sup>th</sup> Or Tuesday, December 17<sup>th</sup>** between 8 am and 4 pm. Please contact Mindy Hotovec to arrange a delivery time, or to make arrangements to deliver outside of these dates/time frames.
9. An in-kind donation receipt will be included with your family information. Please return the completed form to West Des Moines Human Services.

### Helpful Tips...

- ❖ We suggest including a listing of the gift items that you are providing in a separate envelope marked for the parents or the head of the household.
- ❖ For apparel or shoes, please include a gift receipt.
- ❖ If batteries are needed to operate a toy or game, please include them.

For more information, please contact Melinda Hotovec at 515-222-3663 or [Melinda.Hotovec@wdm.iowa.gov](mailto:Melinda.Hotovec@wdm.iowa.gov).

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