



**“CARING NEIGHBOUR” SPONSORSHIPS**

*Information for individuals and groups wishing to help a family*

Thank you for your interest in sponsoring a family. Celebrating this season is especially difficult for families who are struggling to make ends meet.

SHARE Family & Community Services Society is working hard to support families in need. Through the Caring Neighbour Program we offer a more personalized alternative for groups who wish to support a family from Port Coquitlam, Coquitlam, Port Moody, Anmore or Belcarra. Families register for our program based on need, and basic family information is verified. We do **not** further screen those families selected for a “Caring Neighbour” sponsorship. Personal, in-depth information about the families is not known. SHARE provides service in a non-judgemental, inclusive manner.

To assist you in providing for the sponsored family, please carefully read the **GUIDELINES OUTLINED ON THE FOLLOWING PAGES**. If you have additional questions we would be happy to hear from you!

As you prepare to be matched with a family, consider your group's resources (funds available will decide size of family) and if you have any preferences, for example, the age of the children or whether you would prefer a single or two parent family. If you advise us of these preferences early we are better able to accommodate your wishes.

**Registration to be a sponsor starts Monday, November 6, 2017 and ends Friday, DECEMBER 1, 2017.** Please contact the Caring Neighbour Program Assistant at (604) 931-2451, e-mail at [Christmas2017@sharesociety.ca](mailto:Christmas2017@sharesociety.ca). Sponsor registration can also be done on-line at [www.sharesociety.ca](http://www.sharesociety.ca) and click on the Christmas link.

**SPONSOR Guidelines**

***To ensure a successful sponsorship match, all Sponsors and Families are asked to follow the guidelines as outlined in this information package.***

1. Families are randomly selected based on your match preferences. Once again, we do not have **DETAILED** information about the family. SHARE's Christmas Program concentrates on sponsoring families with children.
2. The Sponsor is matched and given information including size of the family, gender/age of each child and the city of residence.
3. A designated representative from the Sponsor group contacts the parent(s) of the family within 48 hours of being provided with the family's information. The Sponsor obtains information re: food preferences, children's gift "Wish Lists", etc. **PLEASE USE THE FAMILY INFORMATION SHEET PROVIDED TO GATHER YOUR INFORMATION.** Questions of a personal nature to the family should be made in a sensitive, caring, and non-judgemental manner.

## Christmas Food & Toys

4. The family is notified of the sponsorship; therefore it is important that the Sponsor follow through with the commitment to deliver a hamper (and toys, if promised by the Sponsor). You can imagine how disappointed a family would be if they were told they had a sponsor but they didn't hear from them.
5. The Sponsor is to provide the minimum gift of a **FOOD HAMPER** to the family. Additional gifts for the children and other Family members are optional and left to the discretion of the Sponsor.
6. Giving a **TOY or GIFT** to each child in the family is **OPTIONAL**. The family will receive gifts from either the Sponsor or from SHARE's "Toy Shop". **SHARE will not provide gifts to the family if the Sponsor has committed to giving gifts. We will ask you about this during the Sponsor registration process.**
7. The Sponsor agrees to respect the Family's privacy, and understands that the family must be consulted in all matters concerning donation arrangements. The success of this program relies on a match of the expectations of both the Family and the Sponsor. In some cases (when the Sponsor is a community group/school group for instance), we suggest Sponsors limit access to the name and address of the family to one or two organizers in the Sponsor's group - to protect and respect the family's privacy.
8. **The Sponsor agrees to deliver the food hamper to the family's home.** Please pre-arrange a mutually convenient delivery time with the parent. We suggest a maximum of 3 people deliver the hamper, as more people may make the family feel uncomfortable. **All deliveries MUST be completed by Dec. 18<sup>th</sup>, 2017.**
9. SHARE will provide support to the Sponsor and the Family using phone or e-mail contact throughout the Sponsor/Family relationship.
10. SHARE does NOT give the family detailed information about their Sponsor - we leave the details to you, the Sponsor, to share if you wish. We simply inform the family that they are being sponsored and to expect a call from your group's/family's representative (first name only).
11. It is our pleasure to acknowledge the effort and caring you give in support of the SHARE Christmas Food & Toys program. SHARE also encourages the family to express appreciation to their sponsor.

Holiday celebrations can be a very difficult and emotional time for many people. Our families will likely have very mixed emotions. They may be grateful at having the opportunity to enjoy a better holiday, apprehensive at allowing strangers such an intimate involvement with their family, worried about what you may think of them, embarrassed about their need for help. Your sensitivity, kindness, and understanding will go a long way in helping to make the family's experience a wonderful one!

Our Food Bank families come from various cultural backgrounds. During the holiday season these families' celebrations may be different from yours but they do celebrate the holidays in their own way. Due to dietary and cultural restrictions the Food Bank provides a gift card to a local grocery store to support our families in their family's holiday celebration. On occasion families may ask sponsors for gift cards instead of a food hamper to allow them to purchase their food preferences. It can be a very busy time of year for everyone and if providing the family with gift cards meets with your donation expectations please feel free to suggest this to your family.

### **FINANCIAL GUIDELINES for Sponsorship Food & Gift packages**

We suggest, **as a minimum**, the food hampers contain enough food for 3 meals on Christmas Day (breakfast, lunch, and dinner). The checklist provided is meant as a guideline only, and hopefully will spark your imagination! Please keep in mind that our families are aware of our guidelines and therefore they will expect their package to be similar. (We strongly suggest approximately **\$50.00 per person in food items**).

For example: a 4-person family would receive a food hamper valued at approximately \$200.00.

Some suggestions include providing a turkey / ham and fresh vegetables, or a gift certificate for their choice of items. For fresh foods (meats, dairy, vegetables) you could include a \$25.00 Gift Certificate. Please keep meat frozen until delivery or give a food store Gift Certificate.

### **PLEASE KEEP IN MIND THE FOLLOWING:**

1. Are there any food allergies?
2. Is the family vegetarian?
3. If there are babies or infants in the family, do they have any special needs?
4. Are there cultural food preferences?
5. Are the children allowed sweets/candy?
6. If it is a small family, would they prefer a chicken or ham rather than a turkey?

### **GIFTS (optional)**

If you wish to purchase a gift for any children and/or Family members, you need to indicate this to the parent. To avoid any misunderstandings, please clearly communicate to the Family what you are planning to provide. **Please note that Santa brings only NEW toys/gifts and a reasonable cost for GIFTS is \$40 per child and one family gift (e.g. a puzzle or a game).**

**In order to conform to Revenue Canada charitable giving guidelines SHARE is unable to provide tax receipts for food, toys or sponsorship (in-kind) donations. SHARE provides tax receipts for financial contributions.** You can make your donation by credit card by calling 604-540-9161 to support SHARE programs or send your cheque to 200-25 King Edward Street, Coquitlam, BC V3K 4S8.

**Reminder: ALL FOOD and GIFTS MUST BE DELIVERED by  
DECEMBER 18th, 2017**

## Christmas Food & Toys

### Family Information Sheet

Parent's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Partner's / Spouse's (or other adults) name: \_\_\_\_\_

Address: \_\_\_\_\_  
                     apt                                      street no. & name                                      city                                      postal code

Child 1: Name \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Request: \_\_\_\_\_

Child 2: Name \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Request: \_\_\_\_\_

Child 3: Name \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Request: \_\_\_\_\_

### FOOD CHECKLIST

The items listed below are generally included in SHARE's hampers, but please talk through the family's needs with the parent to ensure you and the family are included in decisions:

Cookies	Soup	Peanut Butter / Jam	Apples
Juice – carton	Vegetable - canned	Tomatoes – canned	Potatoes
Candy Bag	Fruit - canned	Coffee/Tea/Hot Chocolate	Carrots
Canned Meals	Pasta/Spaghetti - canned	Kraft dinner	Eggs/Cheese
Fish – canned	Cooking Oil	Rice	toiletries

**Medium Hamper = 37 items    Family of 2 – 4 people**

**Large Hamper = 56 items**

**Family of 5 plus**

Food Allergies? \_\_\_\_\_

Cultural Food Preferences? \_\_\_\_\_

Vegetarian? \_\_\_\_\_

***We thank you for your generosity, and for caring about our neighbours during the holiday season.***