

CCSA Adopt-A-Family Program 2007

FAQ's- Frequently Asked Questions

What is CCSA Adopt-A-Family Christmas Program and how does it work?

Each year CCSA supporters make the commitment to sponsor or “adopt” a family for the Christmas holiday. Eligible families are matched with sponsors who provide the makings of a Christmas including toys for the children and the makings of a holiday dinner so that their adopted family may celebrate a Christmas holiday meal.

When and Where does the Christmas Program take place?

CCSA’s annual “ADOPT-A-FAMILY” Christmas Program takes place at **St. Mark’s United Methodist Church WHICH IS** located at 3502 Clairemont Drive, San Diego CA 92117.

This year’s program dates are:

- **Thursday December 13, 2007 – 8am to 5pm**
Sponsors drop-off their packages to Distribution Site.
- **Friday December 14, 2007 from 8am to 5pm**
Adopted families come to pick up their gifts 8am to 5pm.

What do I do as a “sponsor” for the CCSA Adopt-A-Family Christmas program?

CCSA Adopt-A-Family Program offers each sponsor the opportunity to individually create holiday magic for their adopted family. There are some basic program requirements:

- We ask that **each child** in the adopted family **receives two new gifts**. CCSA will no longer require recipients to fill out a “wish-list” but sponsors will be given important family information including names and sexes of the children, hobbies and interests, and clothing sizes. Although **not required**, many sponsors provide gifts for the parents as well.
- We also ask that sponsors prepare a Holiday Meal Basket for their adopted family so that they may celebrate a Christmas dinner. To help sponsors create a meal basket according to their family’s cultural or personal tastes CCSA will include the family’s choice of diet on the family information received by the sponsor. For example traditional diet, vegetarian diet, etc. The sponsor may provide a grocery gift card redeemable at a local grocery store to provide perishables and a choice of meat according to their family’s tastes. CCSA will not be purchasing gift cards as in the past.

- Sponsors do the gift-wrapping and other preparation of the gifts they have purchased for their “adopted” family according to program guidelines. See SPONSOR INSTRUCTIONS & PREPARING FOR DISTRIBUTION DAY.
- Sponsors need to be able to deliver their packages ready for pick-up to the Distribution Site on the designated day and time. Volunteers are on-site at the distribution area to assist sponsors with unloading all their packages.

How much can I expect to spend if I adopt a family for Christmas?

The amount spent for adopting a family varies with each sponsor and family that is adopted. For example, if a sponsor chooses to adopt a family with a lot children, the cost of the adoption will be greater. While there is no way to distribute a program such as this that is equal to all, CCSA would like to see that all families are sponsored in a similar fashion. Donors are asked to spend a maximum of \$35 per family member for gifts.

Is it acceptable to give my “adopted” family used gifts?

We ask our sponsors to provide **new gifts** for the CCSA Christmas Program because many of the families adopted in the program live on limited financial means and receive used or second hand items throughout the year. Christmastime is **one time of year** that children look forward to receiving new gifts and toys to cherish, and call their own.

When is the deadline to adopt a family?

There is no exact date when the “adoption” process ends. Each year the task of matching participating families with a sponsor follows a different timeline based upon finding optimal matches between families and sponsors. Our program coordinators try to have most “adoptions” complete by mid-to-late November to ensure adequate time for the sponsors to prepare their packages for delivery to the distribution site.

How much time does it take to adopt a family?

Time-management is the responsibility of the sponsor once a sponsor has “adopted” their family. CCSA is reliant upon sponsors to follow through with their commitment of adoption. One major factor to consider when planning to adopt a family is: How many people are in your sponsor group to share the workload of the project? If you are a large group as a sponsor, delegating tasks to specific members and setting target dates for completion of tasks are important goals towards a positive outcome. Be sure to allow adequate time for shopping in the busy holiday season.

How do I prepare my packages for the distribution site?

Once sponsors are finished with shopping and purchasing gifts for their family, their work is not quite finished but the fun begins as they prepare the packages to be opened by their “adopted” family on Christmas Day. For more information, please see SPONSOR INSTRUCTIONS AND PREPARING YOUR PACKAGES FOR DROP-OFF AT DISTRIBUTION SITE.

Can I meet the family I adopt?

We often are asked by sponsors if they can meet their adopted family. We recognize that as a sponsor chooses to adopt a family they have chosen to give a part of themselves; it truly becomes a personal experience. Many sponsors are filled with anticipation of the expect outcome. BUT for effective program management it is not possible to arrange for sponsors to meet their families; and, with safety concerns in mind we never release the names and addresses of our sponsors nor the last names of the adopted families. No Exceptions Will Be Made.

If I cannot or do not want to commit to adopting an entire family, can I still contribute or volunteer to help with the Adopt-A-Family Christmas Program?

Yes!! Absolutely. There are many ways to help during the Christmas season without taking on the commitment or responsibility of adopting an entire family. Please consider one of the following options:

- Co-sponsor a family with another sponsor to combine resources.
- Donate an undesignated gift directly to CCSA Clairemont Service Center. These gifts are given to children of families that were unable to be adopted.
- Volunteer to help during the program at the Distribution Site.

If you do not wish to adopt a family but would like to help CCSA with the Adopt-A-Family Christmas Program in another way, please call CCSA for mor information at (858) 274-2271.

CCSA “Adopt-A-Family” Christmas Program 2007 GUIDELINES FOR SHOPPING & “HOW-TO” INSTRUCTIONS FOR DISTRIBUTION DAY

Dear Sponsor,

We hope the information which has been provided will assist you in becoming familiar with your “adopted” family and purchasing gifts for them. Please read following guidelines:

- All gifts should be new. Remember Christmas is the one time of year that children look forward to receiving new toys to cherish, and call their own.

- If a personal item was purchased; for example, make-up or perfume for a young girl, it can be gift wrapped but should be new and sealed in its original packaging.
- If clothing items are purchased please include a gift receipt so that it may be exchanged if it doesn't fit.
- If a merchant's gift card is purchased in lieu of a gift please remember to include the gift receipt to ensure it is activated and the amount for purchase. This may help avoid a mishap for the recipient at the store.
- If batteries are needed to operate a toy or game, please include them.
- All gifts should be gift-wrapped and tagged with **recipient's name, and family number**. We realize that sponsors are shopping for people unfamiliar to them. We also understand that a parent has the final decision about which gifts are appropriate for their children. *Helpful Hints* - some sponsors include a list of the gift items in a separate sealed envelope marked for the parents, and a roll of scotch tape in case a parent decides to peek.
- Place gifts in medium sized boxes (banana boxes from the supermarket are an excellent example of the kind of box needed). Gifts and boxes should not be too heavy for the volunteers at the distribution site to carry.
- IN LARGE LETTERS WITH A MARKER OR CRAYON, PLEASE PRINT ON ALL SIDES OF ALL BOXES: (1) Assigned Family Number; (2) and number boxes consecutively – example: 1 of ____ (number of boxes).
- Please bring your boxes to **ST. MARK'S UNITED METHODIST CHURCH, 3502 CLAIREMONT DRIVE, SAN DIEGO, ON THURSDAY, DECEMBER 13TH BETWEEN 9AM AND 4PM**. Enter the parking lot from the north side of the church and drive around the building to the south side, where you will be greeted by volunteers who will direct you to the proper area. If you have any questions, please call the "Adopt-A-Family" phone line at (858) 274-5186, or CCSA at (858) 274-2273.

THANK YOU FOR HELPING MAKE CHRISTMAS A LOT BRIGHTER FOR MANY SAN DIEGO FAMILIES.