

Central Elementary's Annual *Adopt a Family* Program 2020

Dear Central Families, Friends, and Community Members,

In our school we have a sense of community in which we work together to accomplish great things. We also have a sense of family in which we care for everyone's well-being. At Central Elementary School, we become very attached to our students and their families. We not only care about their academic well-being, but also their personal well-being. During hard financial times, it is becoming more and more common for our families to be in need, especially during the holiday season.

Many years ago, our teachers began a program called *Adopt a Family*. We have helped various families over the years during the holiday season. This year we are hoping to help many families in more ways during the holidays. If you would like to adopt a family in need from Central Elementary this year, please see the adoption requirements on the back of this letter. If you are interested in meeting those requirements for a family, please email one of the contact team members below. Even if you cannot meet the requirements of fully adopting one of our families, we would love to accept any amount of donation that can be used for families as well. You can drop a check off at our main office or send one in with your child.

So you are ready to adopt? Great! Please complete the *Adopt a Family* sponsor form attached to this letter and return it back to Central Elementary School or you can scan it and send it to one of our team members below. Feel free to contact a team member for more details or to learn how to get more involved in the program.

Many thanks for your generosity.

Sincerest regards,

The Adopt A Family Task Force

Dana Thornton
dana.thornton@fhsdschools.org

Shannon Orzel
shannon.orzel@fhsdschools.org

Family Adoption Requirements

If you are so kind as to adopt a family this year we would like to ask that you are able to meet the following requirements for the family.

2 Gifts per Child (minimum)

If you are adopting a family we ask that you provide two gifts per child in the family. It is optional if you would like to provide any gifts for the parents. We want the children to be taken care of first so they are our top priority. Yes, you can buy more than two gifts per child but a minimum of two per child is asked.

Grocery Gift Card

We also ask that you purchase one grocery gift card for the family. When thinking about your grocery card, please consider how much money would provide your family a good sized meal. Each family will be provided a bag of dry goods from Central's Holiday Food Drive as well.

Other Items Needed

See your family fact sheet if you want to purchase more for your family. Not only will your family get a bag of dry/canned foods from Central, we will also be providing them with a bag of personal health items as well. These are items you do not need to provide but will be appreciated.

Family FACT Sheet

All items on your family fact sheet are up for purchasing for you if you choose.

Donations

Checks for DONATIONS can be made out to **Central PTO- Adopt a Family**. You can send in your donation and the donation form below with your child or drop it off to our front office.

CENTRAL ELEMENTARY ADOPT A FAMILY DONATION FORM

Name of Family or Person making donation: _____

Central student's name: _____

Family Address: _____

Please make your check payable to **Central PTO- Adopt a Family**.

Donation Amount: \$ _____ Check #: _____

(office use only)

Central Elementary's 2020 Adopt A Family Program

FAQS for Sponsors

How do I get started?

Fill out the sponsor form to indicate how you want to help.

Options Include:

Make a financial donation

Very much needed! We may need to purchase last minute gift cards for families that enter our programs too late to be adopted.

Adopt a Family

Based on the information you provide on the sponsor form, you will be emailed facts about the family you adopt so you can shop for them. Anyone can adopt a family. You, your family, a business, and/or a neighborhood, may all help in some way. You may want to ask a neighbor, family member, or co-worker to adopt a family with you to help offset the cost.

What should I buy?

For each child, we are asking a minimum of two new gifts per child. We asked that these be new gifts and not used. There is an area on your family's fact sheet where they may indicate whether or not they would like to accept GENTLY USED clothing items. If that is not checked please do not send in these items.

For the family, please buy a grocery gift card. When thinking about your gift card amount, we ask that you think about a price that would give the family a good-sized family dinner for one night. Popular stores include Schnucks, ALDI, and Walmart.

Should the gifts be wrapped or unwrapped?

All gifts should be UNWRAPPED.

How do I package the gifts?

Place them in heavy-duty garbage bags so they stay intact when transported to Central and then taken home by the family.

Securely label each bag with the Family ID #. This must be present when dropping off donations. You will be provided with the Family ID labels in your adoption packet. Securely staple or tape your labels to your family's bags.

During gift/item drop-off we ask you to please hand your grocery gift card to one of the Central Elementary staff members assisting with the drop off process.

Where and when do I deliver?

On the sponsor form, you chose a delivery date and time. These are designated times that your contact person will be at school and waiting for your drop off.

What if none of those times work for me?

Contact a committee member listed below at Central and we will work something out.

Can I meet the family I am helping or hand-deliver the gifts?

Due to the privacy of our families, we do not offer this option.

How else can I help?

Spread the word and help get all of our families adopted! Direct friends, family, and colleagues to a person listed below and encourage them to participate.

My family I have adopted is not accepting gently used items. I have a lot of GOOD GENTLY USED ITEMS, is there any way I can donate them to another family?

If you have coats, gloves, scarves, baby items/clothes, etc. Please contact us and a team member will take note of your items you would like to donate. We will find a family for you to donate these items to.

If you have more questions please email:

Dana Thornton: dana.thornton@fhdschools.org

Shannon Orzel: shannon.orzel@fhdschools.org

4525 Central School Road

St. Charles, MO 63304

Thank you for your generosity!

The Central Elementary Staff and *Adopt a Family* Task Force

Central Elementary's 2020 Adopt a Family Program: SPONSOR FORM

It is time for our annual Central Elementary Adopt a Family program. Each year many of our staff, parents, and community members come together to support our families in need during the holidays. Your involvement is completely optional and your level of support is up to you. In years past we have had neighbors work together to sponsor a family and even had parents get their co-workers involved. Below are some of the frequently asked questions about how our program works.

Getting started - How I want to help

- I would like to:**
- Make a donation to Central Elementary's Adopt a Family.
 - Purchase gifts and one gift card for a family.
 - Get involved, but I have questions. Please call me!

Preferred FAMILY SIZE (circle one):

SMALL: 1-2 children

MEDIUM: 3-4 children

LARGE: 4 + children

Sponsor Name: _____

If this is a group, primary contact person: _____

Email: _____ Phone: (_____) _____

Address: _____

Donation and Adoption Details

I would like to donate \$_____ to Central Elementary's Adopt a Family.

Check enclosed (*make payable to Central PTO- Adopt a Family*)

Checks can be mailed to

4525 Central School Rd.

St. Charles, MO 63304

ATTN: Jessica Karl/Adopt A Family Donation

Family Adoption Drop Off Information

Please select a date and drop off time (to the right) to bring your gifts for your family to Central Elementary's front lobby.

Donation Drop Off Dates/Times
(choose one)

____ MON.. Dec. 7

3:30-4:15

____ WED. Dec. 9

3:30-4:15

Purchasing gifts and gift cards

2 Gifts Per Child

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Thank you! Please return this form to Dana Thornton or Shannon Orzel.

