

Frequently Asked Questions

Does the family know they are being sponsored?

We mail each sponsored family written notice that they are being sponsored.

Should I provide the family with gift receipts for gift purchases?

Yes, please provide the family with gift receipts for purchases should any exchanges be necessary.

How can I respect the privacy of the family while involving others?

It is okay to give out the first names and ages of the family members, but if it is not necessary, please do not disclose family phone numbers or addresses to helpers unless it is for delivery or correspondence purposes. Due to new privacy laws, those helpers should have reviewed and signed the Oath of Confidentiality.

I don't know how many helpers will be involved yet. How does this affect the Oath of Confidentiality?

We understand more helpers may be involved closer to the delivery time. If more helpers need to have access to the family's personal information please contact Tracy Charleton at the Burnaby Christmas Bureau for more Oath of Confidentiality forms.

Can I give my family grocery store gift cards instead of a hamper?

Yes. However, please ask the family what grocery store they shop at to ensure that they can access the grocery store.

Can I give the family used items?

Yes, it is fine to give the family "gently used" items IN ADDITION to the new gifts you give them. We recommend that you ask the family if they could use the gently used items first.

Frequently Asked Questions Continued

How much does it cost to sponsor a family?

It varies with the size of the family since a sponsor is responsible for purchasing and delivering a food hamper (\$75-\$125), new gifts for each child (\$65-\$100), and new gifts for each parent (\$25-\$40). Accordingly, the costs are:

Family Size	2 People	3 People	3-4 People	4-5 People	5-7 People	7 or more
Max Cost	\$200 - \$250	\$300 - \$350	\$350 - \$450	\$400 - \$550	\$500 - \$750	\$700+

How do I decide how large a family, or how many families, I want to sponsor?

Consider your budget and the number of people you expect to help you. Usually it is simpler to sponsor one larger family rather than two smaller families.

What information about the family will I receive?

You will receive the names of all the family members, the ages and genders of the children, as well as their home address, and the name, phone number, and best time to phone the contact person for the family.

What information am I responsible for finding out?

You will be responsible for finding out what everyone in the family wants for Christmas and if anyone has any food allergies, as well as arranging a mutually beneficial time to drop off the items.

What information will the family receive about us?

We do NOT tell the family who is sponsoring them; we just tell them they are sponsored and someone will be contacting them very soon. We keep your information strictly confidential.

Frequently Asked Questions Continued

How do you choose what families receive sponsorship?

We randomly select families from Burnaby Christmas Bureau applicants whose low-income status has been verified by social service professionals.

Can I get a tax receipt for sponsoring a family?

Generally, no. Revenue Canada has stated that a charity may not issue an official receipt for income tax purposes where the donation is going directly to a specific person or family as opposed to a program. In reality, such gifts are made to specific families and not to the charity. Charitable tax receipts are issued only to donors making a donation directly to the Burnaby Christmas Bureau.

What if the family asks for gifts that cost more than we have budgeted for?

The family you are sponsoring is aware of price limitations. If a Christmas wish exceeds your budget, please firmly ask them to pick a gift that fits your budget.

How do most families react to being sponsored?

Families being sponsored will have mixed emotions about allowing other people an intimate involvement in their lives. These emotions could range from excitement and happiness to anxiety and embarrassment. Your sensitivity, kindness, and understanding will go a long way in helping to make the family's Christmas a joyous occasion.

Sponsorship Suggestions

The best suggestions we can give are to **start early** and involve others. Don't forget, you don't need to be matched with a family to plan, fundraise, and put together a food hamper. Paydays are an ideal time to ask others to donate. Other suggestions are to: **(1)** fundraise throughout the year, not just at Christmas; **(2)** ask specific questions about your sponsored family, e.g. what food they like and where they shop; and **(3)** give gift receipts to parents in case gifts do not fit.

To raise funds you could:

Gift Exchange

Instead of purchasing items for co-workers at a staff Christmas party, the gifts bought could go towards the family sponsored.

Hold 50/50 Draws

First prize could be half of the money collected.

Create a Fundraising Tree

Make ornaments that represent the donations you need to reach your fundraising goal. For example, if you need to raise \$250, then have ornaments that represent \$5, \$10, \$20, and \$50 donations that add up to \$250. The more decorated the tree the closer you will be to your fundraising goal!

Create a Christmas Tree

Put up a bare Christmas tree with ornaments, representing various gifts for the sponsored family, beside it. As items are purchased the corresponding decoration can be hung on the tree, culminating when the tree is fully decorated and lit representing the completion of gifts for the sponsored family.

Christmas Tree Grab

A decorated Christmas tree is put on display with gift tags that can be grabbed by participants in the sponsorship. On each gift tag is an item that needs to be purchased for the sponsored family. Once bought, gift tags and gifts can be placed under the tree.

Raffle Off Work Perks

Prizes could include a day off, an extended lunch hour, a week of starting an hour later than usual, an extra day off after Christmas, the boss' parking spot, or whatever is coveted most at your place of employment.

Sponsorship Suggestions Continued

To raise funds you could (continued):

Create Competition

Challenge other departments, businesses, or groups to see who can raise the most funds or challenge your boss to contribute to the cause or match your group's donation.

Feast for Your Family

Have bake sales with goodies for sale by donation or arrange a potluck / barbecue with admission by donation. Donate the proceeds from sale of a certain product or a portion of the proceeds from a day of sales.

To divide up activities you could:

Form Committees and Split Up Tasks

Send the shop-a-holic in your group to the mall and arm your artist with wrapping paper and ribbons.

Give People a Choice

Tell people they can choose to put money in a pot or buy a specific item.

Set Up Boxes

Set up boxes where people can donate food (as well as other) items.



Family Wish List

Family's Name: _____

Mother's Name: _____

Gift Wish: _____

Size: _____ Buy at: _____

Description: _____

Father's Name: _____

Gift Wish: _____

Size: _____ Buy at: _____

Description: _____

Child's Name: _____ Boy Girl

Age: _____ Clothing Size: _____ Height: _____

Favourite Colours: _____

Favourite Things: _____

(e.g. TV, books, sports)

Gift Wishes			
1 st Choice		Buy at:	
2 nd Choice		Buy at:	
3 rd Choice		Buy at:	

Food Hamper Checklist

When you contact your family, please discuss and note:

- Food allergies / restrictions _____
- Hamper drop-off date _____
- Hamper drop-off time range _____
- Address, if one given is incorrect _____
- Address cross streets / directions _____

Costs may vary by family size. Accordingly, the maximum costs per family sizes are:

Family Size	2 People	3 People	3-4 People	4-5 People	5-7 People	7 or more
Max Cost	\$200 - \$250	\$300 - \$350	\$350 - \$450	\$400 - \$550	\$500 - \$750	\$700+

Provided on the following pages are sample shopping lists of some staple items that families may need. Please confirm with the family what they like and need before shopping. The quantities listed are a starting point only; please increase the quantities according to family size.

Non-perishable food and fresh items are priorities when assembling a hamper. The toiletries, cleaners, etc. are secondary and are helpful to the family if you have the budget to purchase them. If there is any money left over after your purchases of staple items, please consider purchasing treats like candy, cereal, chips, etc.

Thanks and happy shopping!



Non-Perishable Goods			
Done	Food Items	Notes	Quantity
	Jam		1
	Peanut Butter		1
	Bread		2
	Lunch Meat		2
	Canned Tuna		2
	Mac & Cheese		3
	Canned Soups		5
	Saltine Crackers		1
	Rice Minute / Instant		2
	Dry Pasta		2
	Pasta Sauce		2
	Instant Noodles		4
	Canned Fruit		2
	Canned Vegetables		2
	Baked Beans		1

Fresh Produce & Dairy			
Done	Food Items	Notes	Quantity
	Potatoes		1
	Fruits		1
	Vegetables		1
	Real Fruit Juice		1
	Fresh Milk		1
	Margarine / Butter		1
	Turkey		1
	Tinfoil Roasting Pan		1



Toiletries			
Done	Items	Notes	Quantity
	Soap		1
	Shampoo		1
	Toothpaste		1
	Toilet Paper		1
	Tissues		1
	Band-Aids		1

Cleaners & Paper Products			
Done	Items	Notes	Quantity
	Dishwashing Soap		1
	Laundry Detergent		1
	Multipurpose Cleaner		1
	Plastic Wrap		1
	Trash Bags		1
	Paper Towels		1

Baby Items (If Applicable)			
Done	Items	Notes	Quantity
	Applesauce		1
	Baby Food		1
	Diapers		1
	Formula		1
	Baby Wipes		1
	Baby Powder		1



Burnaby Christmas Bureau

Miscellaneous Items			
Done	Items	Notes	Quantity
	Batteries		1
	Light Bulbs		1
	Dog Food		1
	Cat Food		1
	Cat Litter		1
	Cooking Oil		1
	Mayonnaise		1
	Salad Dressing		1