

BURNABY  
COMMUNITY  
CONNECTIONS



Burnaby Christmas Bureau

# Sponsorship Package 2008



## Sponsoring a Family

Thank you for your interest in spreading some Christmas cheer this holiday season by sponsoring a family. Christmas is a busy time of year and I commend you for considering adding helping a family in need to your holiday to-do list.

Outlined below are the steps you should take if you would like to sponsor a family.

- Step 1:** Read through this package & contact us if you have any questions.
- Step 2:** Decide on the size of the family you would like to sponsor; cost guidelines for sponsoring families of all sizes can be found under Frequently Asked Questions.
- Step 3:** Assign a contact person for your group; the contact person will have access to e-mail.
- Step 4:** Fax, mail, e-mail or drop off the completed Application form AND the Oath of Confidentiality form.
- Step 5:** See our list of Sponsorship Suggestions for ideas to get you started while you wait to be matched with a family. We will match families with sponsors from the second week of November on, as fast as we can.
- Step 6:** We ask that you deliver your food and gifts two weeks in advance and by December 16, 2008 at the latest. Once delivered, we request that you fill out and fax your "Confirmation of Delivery" form.

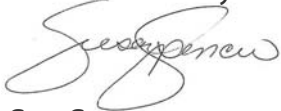
Once you have been provided with the contact information of the family we have matched you with, you will then be responsible for:

- Contacting the family to find out their Christmas wishes
- Purchasing food & gifts for the family, keeping in mind their wishes
- Delivering the food and gifts to the family by December 16, 2008
- Filling out and faxing the "Confirmation of Delivery" form

If you decide sponsorship is not right for you, I hope the Burnaby Christmas Bureau will still be your charity of choice this holiday season. Last year only 12% of the 1,199 families we helped were sponsored. You can help families that are not sponsored by donating toys, or making a monetary donation. Please contact me after October 30, 2008 if you would like more information.

PLEASE NOTE: We are no longer able to give tax receipts to Sponsors; however, we will be collecting copies of receipts in order to fulfill the needs of our accounting department. Everyone who submits copies of their receipts will be entering their sponsored family for a chance to win a \$250 Superstore gift certificate! Draw to be held Jan. 30th, 2008.

Warmest holiday wishes,



**Sue Spencer**  
Sponsorship Coordinator

## Procedures for Contacting Families

1. Contact the family or their contact person a couple of days after you receive the email with the family's contact information. If you receive the information via mail then please contact the family as soon as possible. If you do not want the family to know your name or phone number, please note the following call blocking information: Per-Call-Blocking prevents your name and number from being displayed when you call someone who has Call Display. The word "Private" will appear on their display instead. The service also prevents the person you have called from using Call Return to identify your number or call you back. To activate Per Call Blocking, press \*67 before dialling a phone number and your name and number will not be provided for the duration of the call.
2. Introduce yourself to the family contact person and explain why you are phoning.
3. Ask if anyone in their family has any food allergies or restrictions. If you want you can ask families if they have any preferences for food. E.g. "Is there a specific kind of cereal your children like?" Use the Food Hamper Checklist as a guide.
4. Exchange gift wish lists so you and your helpers can start shopping for presents. We have asked the families to choose something for the adults \$25 - \$50. For the children we have suggested they choose a clothing item \$35 - \$50 and a toy \$35-\$50. If you, as the sponsor feel the costs of their gifts are beyond your budget, please let the family know and offer to buy gifts of their 2<sup>nd</sup> or 3<sup>rd</sup> choices.
5. Verify the address of the family and ask for the address cross streets or directions if needed.
6. Arrange a drop-off date for gifts and food hamper before December 17, 2008.
7. If you are providing the family with grocery store gift cards in place of some items, please find out what stores they would like these store gift cards to be for.
8. We do not give the family your contact information. It is up to you at this point if you would like to disclose this information. If you feel comfortable providing them with a contact number to reach you, please do; otherwise, we would be happy to relay any and all messages to you.

## Procedure for Delivery

1. We recommend that you phone the family before you leave to deliver.
2. We ask that no more than two people deliver the hamper and gifts.
3. We ask that you do not take photographs of the family.
4. We ask that you refrain from judging the financial status of the family; the low-income status of all families has been verified to the best of our ability.
5. We ask that you fill out and fax us a Confirmation of Delivery form once you have completed your delivery.

## Sponsorship Confirmation of Delivery

Please complete and fax to the Burnaby Christmas Bureau (604-299-3755) after the delivery of food and gifts to your sponsored family.

Name of Company, Organization or Family \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Date Delivered \_\_\_\_\_ Time \_\_\_\_\_  
*NO LATER THAN DECEMBER 16, 2008*

### General List of Items Delivered

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Please tell us about your sponsorship experience

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A friendly reminder, we will be collecting copies of receipts this year in order to fulfill the needs of our accounting department. Everyone who submits copies of their receipts will be entering their sponsored family for a chance to win a \$250 Superstore gift certificate! Draw to be held Jan. 30<sup>th</sup>, 2008.**

## Oath of Confidentiality

Family member names are forwarded to you in confidence and trust, and respect their privacy. Please ensure that the family's personal information remains confidential and secure, and that no unauthorized individuals have access to it.

Please have anyone in your sponsorship group who will have access to the family's personal information sign this form. Personal information includes each family member's full name (first & last name), home address, and home phone number. Family members' first name only and Christmas wishes do not constitute personal information.

### Oath of Confidentiality

WHEREAS, it has been explained to me that any information about clients secured by me, or available to me, in the pursuit of my duties with the Burnaby Christmas Bureau is of a confidential nature, and I, the undersigned, hereby undertake to respect that confidentiality and to take all reasonable precautions to safeguard during & after my involvement.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please send the completed Sponsorship Application AND the Oath of Confidentiality to the Burnaby Christmas Bureau via Fax to 604-299-3755 or mail to 204 – 2101 Holdom Avenue, Burnaby, BC V5B 0A4. We will contact you to verify we received this form within one week of receiving it; e-mail confirmations will have "Christmas Sponsorship Confirmation" in the subject line.

## Sponsorship Application

We will not share, sell, or trade any information you give us; all your contact information, including your e-mail address, will be kept strictly confidential.

### Sponsor Type

Private (family, friends)

Corporate (business, co-workers)

### Group Information

What type of group (please circle)    Company    Family    Friends    Other \_\_\_\_\_

Group Name \_\_\_\_\_ Number of People in Group \_\_\_\_\_

### Contact Information

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone (work) \_\_\_\_\_ Home \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### Family Request

Please indicate the number of families and the size(s) you would like to sponsor

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+
Request						

### May we recognize your group as a sponsor publicly?

No, we want to sponsor anonymously

Yes, you may recognize our group

### Would you be interested in sharing your experiences through the media?

No, I am not interested

Yes, contact me for more information

### Would you like a Community Award as recognition for your group?

No thank you

Yes please!

### Privacy Statement

In accordance with the Burnaby Christmas Bureau's Privacy Policy, the personal information you provide in this form will be used to process your sponsorship application. We may also use this information to conduct sponsor surveys in order to enhance the provision of our services. We may also use this information to contact you about future fundraising campaigns. We will not use or disclose this information for any additional purpose unless we obtain consent to do so.

\_\_\_\_\_  
I have read and agreed to the above disclaimer

\_\_\_\_\_  
Date