

BURNABY
COMMUNITY
CONNECTIONS



Burnaby Christmas Bureau

Senior's Christmas Hamper Program 2008



Senior's Christmas Hamper Program

Thank you for your interest in spreading some Christmas cheer this holiday season by providing a food hamper for low-income Burnaby seniors. Christmas is a busy time of year and I commend you for considering adding helping seniors in need to your holiday to-do list.

Outlined below are the steps you should take if you would like to provide a food hamper for a Burnaby senior.

- Step 1:** Read through this package and contact us if you have any questions.
- Step 2:** Decide on the number of Burnaby seniors for whom you would like to provide hampers; the average cost of a food hamper should be \$75 – \$100.
- Step 3:** Assign someone to be the contact person for your group.
- Step 4:** Fax, mail, email, or drop off the completed *Senior's Christmas Hamper Application* form.
- Step 5:** See our list of *Food Hamper Suggestions* for ideas to get you started.

If you decide our Senior's Christmas Hamper Program is not right for you, I hope the Burnaby Christmas Bureau will still be your charity of choice this holiday season. You can help Burnaby families with low-income by arranging a toy drive or making a monetary donation. Please contact me if you would like more information.

Once we have been provided with contact information of the seniors with whom you are matched, you will be responsible for:

- Contacting them to find out their food preferences and any restrictions;
- Purchasing food while keeping their wishes in mind; and
- Delivering the food hamper by **December 19, 2008**.

Please do not hesitate to contact me if you would like any more information.

PLEASE NOTE: We are no longer able to give tax receipts for food hampers; however, 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 seniors for a chance to win a \$250 HBC gift certificate! Draw to be held January 30th, 2008.

Warmest Holiday Wishes,

Sponsorship Coordinator

Hamper Guidelines & Procedures

Food Hamper Cost Guidelines

The cost varies with the size of the family. Accordingly, the costs are:

Family Size:	1 Person	1 Couple
Cost:	\$75	\$125

Procedures for Contacting Seniors Receiving Hampers

- 1) Designate one person as the contact person of the group.
- 2) Contact the individuals as soon as possible after receiving their information in the mail. If you receive their information by e-mail or fax, please call the seniors within 2 to 3 days.
- 3) Introduce yourself and explain your reason for calling when you contact the individuals.
- 4) Ask if the individual or his/her spouse has any food allergies or restrictions. You may also consider asking about their food preferences.
- 5) Verify the individual's address and ask for cross streets or directions if needed.
- 6) Complete the *Food Hamper Checklist* according to individual specifications.
- 7) Shop for the items on the *Food Hamper Checklist*.
- 8) Arrange a hamper drop-off date before December 19, 2008.
- 9) If you are providing grocery store gift cards or gift certificates in place of some of the items, please ask the individuals from which grocery store they would like the gift cards/certificates.
- 10) Instruct the individuals on how to contact you. If you feel comfortable providing them with your contact number, then please do; otherwise, tell them to contact the Burnaby Christmas Bureau if they need to relay a message to you.

Procedures for Dropping Off Hampers

- 1) We recommend that you phone the seniors before dropping off the hampers.
- 2) We ask that no more than 2 people deliver the hampers.
- 3) We ask that you refrain from judging the financial status of the individuals to whom you are making deliveries. We have analyzed their financial information to the best of our ability to ensure that they are in need of assistance this Christmas.

Who can I contact if I have other questions or need more information?

You can contact Tracy Charleton by phone at 604-299-5778, ext. 28. Alternatively, you can e-mail Tracy at tracy@burnabycommunityconnections.com; please write "Food Hamper" in the subject line.

Food Hamper 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.

To raise funds and good donations, you could:

- **Create a fundraising tree.** Make ornaments that represent the donations you need to reach your fundraising goal. For example, if you need to raise \$150, then make ornaments that represent \$5, \$10, \$20, and \$50 donations that add up to \$150. The more decorated the tree, the closer you are to your fundraising goal!
- **Feast for your family.** Have bake sales with goodies for sale by donation or arrange a potluck/barbecue with admission by donation.
- **Donate.** Proceeds from the sale of a certain product or a portion of the proceeds from a day of sales.
- **Pass around a jar or hat.** Ask people to give what they can.

To divide up activities, you could:

- **Create a Christmas grab bag or tree.** Write the items you need bought for the seniors on a scrap piece of paper or on an "ornament" and let everyone pick one or two from a bag or tree. Paper trees and ornaments are simple to make.
- **Give people a choice.** Tell people they can choose to put money in a pot or buy a specific food item.
- **Set up boxes.** People can place donated food items in the boxes.

Food Hamper Checklist

When you contact the seniors with whom you are matched, 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 _____

Provided on the following pages are sample shopping lists of some staple items that seniors may need.

Non-perishable food and fresh items are priorities when assembling a hamper. The toiletries, cleaners, etc. are secondary and are helpful to seniors 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

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

Senior's Christmas Hamper 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.

Group 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 seniors you would like to sponsor

Family Size	1 Person	1 Couple
Cost	\$75	\$125
Request		

May we recognize your group as a donor 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 application. We may also use this information to conduct 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

Oath of Confidentiality

Seniors' names are forwarded to you in confidence and trust, and we hope that you will respect their privacy. Please ensure that the individuals' personal information remains confidential and secure, and that no unauthorized individuals have access to it.

Please have anyone who will have access to the individuals' personal information sign this form. Personal information includes each person's full name (first and last name), home address, and home phone number. Individuals' 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 and 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 Senior's Christmas Hamper 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-mailed confirmations will have "Senior's Christmas Hamper Confirmation" in the subject line.



Burnaby Christmas Bureau

Confirmation of Delivery

Please complete and fax to the Burnaby Christmas Bureau (604-299-3755) after delivering the food hamper to seniors with whom you are matched.

Name of Company, Organization or Family _____

Contact Person's Name _____

Date Delivered _____ Time _____

NO LATER THAN DECEMBER 19, 2008

General List of Items Delivered

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

Please tell us about your experience.

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