

CHRISTMAS HAMPER PROGRAM 2022 - DONOR GUIDELINES

Thank you for participating in our 2022 Christmas Hamper Program. The following guidelines will help you assemble a hamper that will allow your assigned family to celebrate their special Christmas traditions. Although the specific contents are left to your imagination and creativity, we do strive to ensure that **each hamper contains the following:**

FOR HAMPERS:

- **Grocery Gift Card** – **every hamper MUST have this** (\$100+ for a family / \$50 for a single woman). Placed in a clearly marked envelope so women can access easily.
- **Activation Receipts if applicable**
- **List of any Wrapped Children's Gifts.**

We ask that you, kindly, **DO NOT INCLUDE:**

- Food Items (instead, a grocery gift card will allow the woman to buy food, according to her family's particular needs and traditions)
- Cash
- Alcoholic Beverages
- Used items with the exception of large items such as electronics, bicycles etc. (Please check with Christmas Coordinator)
- Names (*please do not include anything that identifies you or your company*)

Once you have been matched with a woman, or a family, we will send you a personalized Wish List, containing information about the family members, as well as their most pressing needs and special wishes. This allows you to truly personalize your hamper.

You will be asked to drop off your completed hamper at our Community Office (3060 Cedar Hill Rd, Suite 100), during the week of **Monday November 21st, - Friday November 25th, 2022** between the hours of **9-5pm** to ensure that our clients have sufficient time to complete their Christmas shopping.

If you cannot drop off during this time or would like to drop off earlier please call 250-592-2927 ext#217 to arrange a time.

Thank you, once again, for being at the heart of this wonderful program. Your kindness makes a world of difference to these families. If you have any questions along the way, please feel free to contact us, at **250-380-7527 ext. 111** or christmas@vwth.bc.ca.

If you would like to receive a **tax receipt** for your gift card donations please indicate on your donor application form. When dropping off your Gift Card hamper you will need to do the following:

1. Include a **separate envelope labelled 'TAX RECEIPT REQUESTED'**
2. Include your **hamper match sheet** in this envelope with your **donor# and match#**
3. Include your **name and address** you would like on the tax receipt
4. If it is a group of people donating please include a **list of names, addresses and amount donated** of those needing a tax receipt
5. **ORIGINAL** receipts for all the gift cards you have purchased a tax receipt is not able to be issued without the original
6. **ACTIVATION** receipts if applicable.