



**ADOPTER TIP SHEET**  
**ADOPT-A-FAMILY 4 THE HOLIDAYS 2017**  
**THIS YEAR, ADOPTIONS CLOSE AT 11:59PM ON DECEMBER 20<sup>th</sup>, 2017**

Dear Adopter,

Thank you participating in our program! This tip sheet will provide you with important suggestions of different ways you can make your involvement in the Adopt-A-Family program more enjoyable. If you have any questions or suggestions, please call or contact us at [hfg@neighbors4neighbors.org](mailto:hfg@neighbors4neighbors.org) or call us at 305.597.4404. Thank you for your dedication to making this program work.

Once you have selected a family, you will be sent information with the family name and contact numbers. Your adopted family's caseworker will contact you to discuss the family's needs. Please wait **24 hours** to contact the family you have selected so their caseworker has a chance to notify them of the good news. Your adopted family will be anxious to hear from you, so please make contact **within 3 days** of selection. Ask for the head of household by name and identify yourself as an adopter with Neighbors 4 Neighbors Adopt-A-Family 4 the Holidays program. Tell them you would like to help them for the holidays (ex: a holiday meal, gifts, and/or gift certificates.)

- If you are providing a pre-cooked meal: Ask the family if there is anything they do not eat (due to allergies, preferences, etc.)
- If you are providing a holiday food basket: Ask the family if they have means to cook the items you are providing (ex: stove/oven to cook with.)
- If you are providing gifts: You may want to ask the family if the children have a Holiday Wish List and that you might be able to provide at least one of the items on the list, NOT everything they request **\*\*Please note:** some children may still believe in Santa Claus, and the family may prefer to have gifts for the children to open Christmas day.
- If you are providing gift certificates: ask what grocery or retail store is nearest to them (ex: Publix, Winn-Dixie, Wal-Mart, K-Mart, Target.)

Most of our "Adopters" choose to meet their adopted family, and we have included some ideas below for activities and delivery.

**Here are some suggestions and tips of special activities that adopters have done in the past:**

- If your company is adopting a family: Throw a party at your company and arrange for the family's transportation. Many adoptees do not own automobiles and taking a bus would be inconvenient, since they will be returning home with gifts.



- Ask the head of household or the caseworker for the family members' clothes or shoe sizes.
- Ask for a Wish List from the children and members of the household.
- Dress up as Santa Claus and Elves and go deliver presents to their home.
- Arrange to meet at a park and have a picnic.
- Invite them to dinner or lunch at a restaurant.
- You may want to invite your neighbors to a gift wrapping party where everyone brings a gift for a child in your adopted family. You can provide all of the wrapping supplies and compete for the best wrapped present.
- If the family has children, meet at a family-friendly public place like the zoo or holiday festival.
- Treat the family to movies and ice-cream (also good idea as gift certificates.)
- Ask the head of the household to meet you at the local mall or toy store to help you pick out things for their children. Very important they know how much you can spend, also feel free to discuss those parameters with your family's caseworker ahead of time.
- Provide a Christmas tree, menorah or holiday decorations for the family, if they do not already have these items.

#### **Additional Things to Keep In Mind:**

- The family you have adopted may not have transportation.
- If you invite them to go out somewhere understand that they may not be able to afford certain activities.
- If you would like to have the items delivered to the family anonymously, set up a drop-off time and date to meet their caseworker to arrange getting the items to the family. \*\*Please keep in mind that the holidays are a busy time for everyone, including caseworkers, so please arrange well in advance.
- If you ever feel uncomfortable about a situation or request your adopted family has made, please feel free to contact the caseworker or Neighbors 4 Neighbors directly.
- If you have any questions regarding the family's circumstances that you feel awkward asking the family directly, contact the family's caseworker first and they may be able to provide you with extra information.



Many adopters tell us that this is the best holiday experience they have ever had. We hope you feel the same. Please do not hesitate to contact us with any questions or concerns. At a time when so many have so little, we are so fortunate to live in a community with those who are willing to ease the burden!

Thank you and Happy Holidays, Adopters!

Sincerely,  
The Neighbors 4 Neighbors Team