



Dear Santa's Helper,

Thank you for adopting a family this holiday season. Attached is your family's wish list. If you have any questions, please contact **Jane Garibay at 860-882-8842.**

Keep in mind that the wish list is just a list of items that would be helpful / useful / wished for. The list is intended to give you a variety of helpful suggestions to choose from. **Please include gift receipts for clothes, shoes, and boots if possible.**

To ensure that all families receive their gifts in a timely way, please deliver packages by December 11<sup>th</sup> as noted below:

**December 8 from 10AM - 3PM & December 9 from 10AM - 5PM  
to Grace Church 311 Broad Street, Windsor.**

**Parents will pick up on December 12 and we have to be ready so please deliver your items on time. Thank you!**

You are not required to wrap the gifts because it is difficult to keep the wrapped packages from getting ruffled. Often, the parents enjoy being able to wrap the gifts for their children. This gives them a chance to get into the holiday spirit. But it would be appreciated (if your budget allows) if you could provide wrapping paper or gift bags, tissue paper and tape.

**Your Generosity and Thoughtfulness  
are Greatly Appreciated!  
Have a Safe and Happy Holiday!**

**Thank you for participating in Project Santa**

Please note:

The donor's name is never revealed to the family.

The family's last name is never revealed to the donor.

It is very important that you complete this form and hand it in when you drop off your packages. This helps us to keep track of what has come in and ensures that the packages get to the proper family.

**Please do not attach this form to your packages. Please hand in this form when arriving at Grace Church for drop off.**

**Donor's Name:** \_\_\_\_\_ **Tel #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ (for thank you letter.)



Donor: \_\_\_\_\_

Family Code #: \_\_\_\_\_ (As found on the Wish List - Very Important)

Child #(s) \_\_\_\_\_

Did you include a grocery gift card for the family? YES or NO (circle)

If you are shopping for a large family and have many gifts, please put them into shopping bags or heavy-duty black plastic garbage bags. That is what we mean by “outer” packages, below.

Number of “outer” packages being handed in: \_\_\_\_\_

(We want to be sure we don't miss anything for your adopted family)

XX

**Please print out this form and attach a copy to the outer package** with a family code number.  
Thank you again and Happy Holidays.

If you have any questions feel free to call me at 860-882-8842.

Sincerely,  
Jane Garibay