



## 2022 DONOR CHECKLIST

- \_\_\_\_\_ Purchase *at least* 2 gifts for each family member, and try to give the same # of gifts to each child if possible.
  
- \_\_\_\_\_ Wrap each gift and label with the recipient's name.
  
- \_\_\_\_\_ Purchase **Jewel** gift card for food (\$20 per person) and place in an envelope or box, wrapped separately and labeled with the name of a family adult. Make sure the gift cards are labeled with their value.
  
- \_\_\_\_\_ Pack all **wrapped** gifts and food gift cards **inside sealed cardboard boxes** that are small enough to be carried by one person. (**NO BAGS, BASKETS, OR PLASTIC BINS**) Make sure they are SECURELY taped -- they will be handled several times before reaching the family.
  
- \_\_\_\_\_ Label all boxes with the family code and sequence (“1 of 4, 2 of 4, etc.”), using labels provided. **PLEASE LABEL SEVERAL SIDES OF THE BOXES, NOT JUST THE TOP.**
  
- \_\_\_\_\_ Fill out and return your **In-Kind Donation Form** to the envelope outside of the Parish Office, along with your optional cash donation to Revive.
  
- \_\_\_\_\_ **Deliver boxes to the Library in Maple Street Parish House between Sunday, December 4th, and Wednesday, December 7th.**

**DO NOT** pack gifts in baskets, laundry baskets, bags or plastic bins. Use boxes.  
**DO NOT** place cards or envelopes on outside of boxes – they may get lost.  
**DO NOT** include household information sheets in boxes.  
**DO NOT** include cash or checks for families, or give them your last name.

**THANK YOU FOR ADOPTING A FAMILY,  
AND HAVE A JOYOUS HOLIDAY SEASON!**