



2023 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. Include gift receipts if possible.

_____ 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 ALL 4 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 Donation to Revive**.

_____ **Deliver boxes to the Library in Maple Street Parish House between Sunday, December 3rd, and Wednesday, December 6th.**

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!**