

## Adopt a Family Program of Northern California Sacramento Area



### Family Instructions to Apply

*This program is operated and managed by volunteers who give their time to help children have Christmas. Adopters & Donors give time and gifts also. Remember to be appreciative and thankful.*

**\* Requests for expensive gifts is cause for immediate dismissal.**

### What items must you submit in order to apply and be considered for Adopt a Family assistance?

*Applications cannot be processed without these items:*

- **Write a letter telling about your family, and why you need Christmas help - Do NOT write your last name, address, telephone or email on the Family Letter ... First names only**
- Submit your **Family Letter**
- Submit **each Child's Wants & Needs List** - Include clothing & shoe sizes
- Submit a copy of **each child's birth certificate, OR school ID, OR immunization record**
- **Proof of ALL Income - earned and unearned** (check stubs, EDD, SSI, pensions, veteran benefits, child support, SNAP, TANF/AFDC, WIC, etc.) *Documents MUST show dollar amount.*
- **All listed above is required to be submitted, ALONG WITH this Application.**  
Complete the application thoroughly. Be sure you answer each question and provide the required proof. It is your responsibility to submit a complete application. We will **not** notify you if your application is incomplete. We will not respond to your inquiry emails. Incomplete applications will be denied.
- **Be sure you give an email and telephone number that will be good thru Christmas.**  
We will not change your records if contact info changes. If your family is adopted and we can't contact you, your application will become void.
- **Your signature and agreement is required on this application**
- **Return all** to us at [adoptafamilysac@gmail.com](mailto:adoptafamilysac@gmail.com); with **To Be Adopted** in subject line.
  
- When you pick up your gifts, you **MUST** Bring a **Thank You card or letter for your Adopter, in a pre-stamped envelope.** We will mail it from our office. Gifts will **NOT** be given to you without giving us your written Thank You to the Adopter.
- **Valid ID will be required to pick up or receive gifts**

We will notify you if your family is adopted. When your gifts are ready to be picked up, you will be notified where and when to pick them up. To pick up gifts, you must show valid Identification and give us your Thank you letter. **Adopters/Donors choose the family they will adopt. Your family may not be adopted,** even if you submit a complete application.

You **must notify us** if you are selected by another Christmas program so we can help others in your place. If we become aware of your acceptance from another program and you do not tell us, you will be disqualified forever.

**Signature below authorizes Adopt a Family to verify any of the information provided with this application.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Adopt a Family Program of Northern California  
Family Application to be Adopted**

**Note: Must Answer Everything - Print Clearly.** Unreadable or incomplete will not be approved.

Single Parent       Married       Grandparent       How many Kids? \_\_\_\_\_

<b>Name:</b>
<b>Email:</b>
<b>Telephone:</b>
<b>Current Address:</b>
<b>City/State/Zip:</b>

**Income Received – Report All**

<b>Current Employer:</b>	
<i>Employer Address:</i>	
<i>Employer Telephone:</i>	<i>Email:</i>
<i>Position:</i>	
<i>Monthly Income from Employment:</i>	
<b>Income Source (Not Employment):</b>	
<i>Address:</i>	
<i>Telephone:</i>	<i>Email:</i>
<i>Monthly Income from NOT Employment Source:</i>	
<b>Grand Total Monthly Income All Sources:</b>	

**Other Contact Info:**

<b>Name of Relative</b> (not living with you):	
<i>Address:</i>	
<i>City/State/Zip:</i>	
<i>Telephone:</i>	<i>Relationship:</i>

## Children in Household – Wants & Needs List

**Parents:** *Must fill this form out with input from the Child. Submit other pages as needed.*

**Needs:** *Example - clothing, school supplies and other necessary items.*

**Wants:** *Example - toys, games and fun items.*

**DO NOT ASK FOR EXPENSIVE ITEMS ... IT WILL RESULT IN VOID APPLICATION**

<b>1. Child's First Name:</b>					
Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	Age:	Grade:	Date of Birth:	
Favorite Colors:					
Favorite Fictional Character:					
<b>Interests:</b> <i>(Tell us about your child so your adopter can buy things your child will like)</i>					

**Needs:** *List All Clothing Sizes - Indicate Child, Junior or Adult Size - Number & S/M/L/XL*

Shirt / Top	Pants	Pajamas	Shoes	Jacket	Other
Item 1.					
Item 2.					
Item 3.					

**Wants:** *Child's Wish List*

Item 1.					
Item 2.					
Item 3.					

<b>2. Child's First Name:</b>					
Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	Age:	Grade:	Date of Birth:	
Favorite Colors:					
Favorite Fictional Character:					
<b>Interests:</b> <i>(Tell us about your child so your adopter can buy things your child will like)</i>					

**Needs:** *List All Clothing Sizes - Indicate Child, Junior or Adult Size - Number & S/M/L/XL*

Shirt / Top	Pants	Pajamas	Shoes	Jacket	Other
Item 1.					
Item 2.					
Item 3.					

**Wants:** *Child's Wish List*

Item 1.					
Item 2.					
Item 3.					

<b>3. Child's First Name:</b>					
Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	Age:	Grade:	Date of Birth:	
Favorite Colors:					
Favorite Fictional Character:					
<b>Interests:</b> <i>(Tell us about your child so your adopter can buy things your child will like)</i>					

**Needs:** *List All Clothing Sizes - Indicate Child, Junior or Adult Size - Number & S/M/L/XL*

Shirt / Top	Pants	Pajamas	Shoes	Jacket	Other
Item 1.					
Item 2.					
Item 3.					

**Wants:** *Child's Wish List*

Item 1.					
Item 2.					
Item 3.					

<b>4. Child's First Name:</b>					
Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	Age:	Grade:	Date of Birth:	
Favorite Colors:					
Favorite Fictional Character:					
<b>Interests:</b> <i>(Tell us about your child so your adopter can buy things your child will like)</i>					

**Needs:** *List All Clothing Sizes - Indicate Child, Junior or Adult Size - Number & S/M/L/XL*

Shirt / Top	Pants	Pajamas	Shoes	Jacket	Other
Item 1.					
Item 2.					
Item 3.					

**Wants:** *Child's Wish List*

Item 1.					
Item 2.					
Item 3.					