

POLICY AND GUIDELINES

FOR CORPORATE AND INDIVIDUAL SPONSORS

OF FOOD HAMPERS

PREAMBLE

The Christmas Bureau Board of Directors adopted a policy in the area of corporate and individual hamper sponsorship. This policy was adopted to protect the privacy and dignity of each client and to maintain consistency in the delivery of service that we provide. The policy is based on the following principles:

1. That all **client information** be classified as **confidential** and be treated as such;
2. That the **food hampers** delivered to all Christmas Bureau clients **be consistent in content and value; (a family of 4 costs approximately \$100.00)**
3. That clients receive their food hampers **within a specified time period.**

GUIDELINES

- a. The **food products as recommended by Agriculture Canada** should be followed as the suggested standard when making a Food Hamper.
- b. **No toys or gifts** may be included in a Food Hamper, as all clients are provided with toys by Santas Anonymous.
- c. All Food Hampers **must be delivered** to clients between **December 15 and December 20.**
- d. **No more than two (2) individuals** may deliver one hamper unless it is an exceptional circumstance.
- e. The enclosed **hamper insert** must be delivered with the Food Hamper to identify the Private Sponsor and the Christmas Bureau.
- f. The **designated individual(s)** delivering the Food Hamper shall have **only the address** of the client(s) who are to receive the Food Hamper.
- g. The **individual(s) delivering** the Food Hamper should be **properly screened.**
- h. Those individuals delivering Food Hampers **should NOT deliver to any client(s) whom they know or to an address within their neighbourhood.**