

THE CHRISTMAS BUREAU OF EDMONTON

PROCEDURES FOR

SPONSORING A FOOD HAMPER

1. An individual must be designated by the Private Sponsor as the contact person to liaise with the Christmas Bureau.
2. The contact person and any individual delivering Food Hampers must complete the enclosed **Sponsor Information** form and **Oath of Confidentiality** and return it to the Bureau, either by fax (Fax # 780-454-6087) or by mail (P.O. Box 16000, Edmonton, AB T5J 4B4).
3. The Christmas Bureau must be given a reasonable amount of time to find a suitable family for sponsorship. The contact person will receive the following information about the family: names, address, phone number, and number of children and adults.
4. The contact person must phone the client or client(s) as early as possible, identify themselves, state the purpose, and arrange a mutually suitable delivery date between **December 15 and 20**.

If the client(s) cannot be contacted by phone please let the Christmas Bureau know of your problem.

5. If the client is not home when the hamper is delivered, it should be brought to the Private Sponsor's operating headquarters and the designated contact person should try to reach the client by phone.

If the client cannot be contacted, the Christmas Bureau must be informed, as soon as possible, to ensure that the client does receive either a food certificate or food hamper in time for Christmas. Your hamper may then be reassigned to another family.