

THE CHRISTMAS BUREAU OF EDMONTON

PROCEDURES FOR

SPONSORING A FOOD HAMPER

1. An individual must be designated by the Hamper Sponsor as the contact person to liaise with the Christmas Bureau.
2. The contact person and any individual delivering Food Hampers must complete the Hamper Sponsor Information form and Oath of Confidentiality online OR by completing a hard copy and returning it to the Christmas 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 client 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 as Hamper Sponsors for the Christmas Bureau 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 difficulty.

5. 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.