

# Private Hamper Sponsorship Guidelines

## **PREAMBLE**

Sponsoring a hamper is one of many ways an individual, family or business can support Christmas Bureau families. Rather than donating cash, private hamper sponsors purchase hamper items, assemble the hamper and deliver it to a family, senior or individual in need.

## **CONFIDENTIALITY**

1. All client information is to be held in the strictest of confidence and only to be used for the purpose of delivering the hamper.
2. Breaching client confidentiality is a very serious offence and using client information for purposes other than the delivering the hamper is against the law.
3. Contact for any other reason and outside of the delivery time period is strictly prohibited and will result in the hamper sponsor being banned from future deliveries.
4. Serious offences will be reported to the Edmonton Police Service.
5. It is strongly recommended, to protect client privacy, that hamper sponsors not deliver to people they know or within their neighbourhood.
6. Any person delivering the hamper to the client is required to sign the Oath of Confidentiality.

## **HAMPER DELIVERY GUIDELINES**

1. Private sponsors and families will be matched starting November 14, 2017.
2. Hamper Sponsor Coordinators will start to contact Private Hamper Sponsors starting November 15, 2017.
3. Private Hamper Sponsors are to make contact with the client before December 15, 2017 to arrange a delivery date and time.
4. When contacting the client, identify yourself as a Christmas Bureau Private Hamper Sponsor and that you wish to make arrangements to delivery their Christmas hamper. This contact may take several attempts.
5. If you are unable to contact your client, please let the Private Hamper Sponsors know ASAP so they can assist you.
6. Delivery should take place between December 15 and December 20.
7. When delivering the food hamper, no more than two people are permitted to meet the client at their door so as not to overwhelm the client or make them feel uncomfortable. Please be sensitive to the client's situation.
8. In order to respect clients' dignity, confidentiality and to minimize any risk of false allegations made against you or the Christmas Bureau, fraternizing or visiting into the home of the client is NOT permitted.
9. We ask that you please pass the hamper at the doorway or that you enter no more than one metre into their private entrance if the client is unable to physically carry the hamper into their home.
10. Some clients may invite the hamper sponsor in for a coffee, but it is necessary to inform the client that, out of respect and concern for their privacy, this is against Christmas Bureau policy.
11. The hamper insert must be delivered with the food hamper to identify the hamper is sponsored on behalf of the Christmas Bureau.

## **FOOD PURCHASING GUIDELINES**

1. Food hampers delivered to all Christmas Bureau clients must be consistent in content and value.
2. The Christmas Bureau provides a suggested list of food items for family size.
3. Some substitution can take place based on client needs, but should be of equal value (e.g.: fish instead of turkey).
4. Children and teens of the client families will have toys and gifts provided through 630 CHED Santas Anonymous and the Adopt-A-Teen program.