**WAIM’S ADOPT-A-FAMILY DONOR GUIDELINES**

Thank you for your interest in the Windham Area Interfaith Ministry’s Adopt-a-Family program. For the holidays, local social service agencies and Windham area schools send us referrals for families of limited income who are often experiencing a crisis. In short, it is impossible for them to provide a holiday meal or gifts for their children. We match those families with people like you who wish to “adopt” them**. Interested? Read on.**



**HOW DO I GET STARTED?**

As a donor you decide:

* The size of the family you wish to “adopt”
* Whether to provide either an actual food basket or a gift card to a

 supermarket

* Whether to deliver gifts and the holiday meal directly to your family OR…
* Whether to deliver gifts and the holiday meal to WAIM for your family to pick up

 (Some families do request pick-up at WAIM.)

* How much you can afford to spend to show the family they are not forgotten

(suggestion $50.00 for each family member.)

* If adopting as a group with considerable means, to spread the cheer to two families or more

**HOW DO I GET MY APPLICATION TO WAIM?**

* Fax your application to WAIM at 860-456-9278
* Email it to assistdir@waimct.org
* Drop it off at WAIM, 866 Main St., Willimantic, Tuesday through Friday between 9:00 A.M. and Noon
* Mail it to WAIM/AAF, P.O. Box 221, Willimantic, CT 06226

**WHEN DO I RECEIVE MY FAMILY?**

* As soon as referring agencies and schools send us a family that matches your request of family size and any other request you have made
* If you have a Fax # we can use, we can get your family to you the fastest.
* We ask agencies to refer families beginning in early October but no later than Nov. 16th.
* We find that, as a rule, most referrals come in after Thanksgiving.

**WE APPRECIATE YOUR PATIENCE, SINCE WE HAVE NO CONTROL OVER WHEN THE REFERRALS ARE ACTUALLY SUBMITTED.**

**\*When you do receive your family, it is always a good idea to promptly call the case worker or the family to get more specific help, ideas or directions. You will receive contact information for both.**

**WHEN DO I MAKE MY DELIVERY?**

* Delivery to home is mutually decided by you and the family but no later than Dec. 15th.
* Drop-off to WAIM is at 866 Main St., Willimantic – side main entrance – **NOT at the loading dock.**

**ADDITIONAL QUESTIONS? Call WAIM at 456-7270 X12**