

Sponsor Procedure

Step by Step Process...Here's what to do:

1 Fill out a **Sponsor Application** form **on-line**, or if you prefer, download the PDF file and send it by mail or fax to the Abbotsford Food Bank.

Expect a confirmation call, e-mail or fax saying that we have received your application.

2 Contact us if you have not received a confirmation within one week.

3 We will be contacting you again in mid November to match you with a family in the community. We will provide you with the family's name, address, phone number, age and gender of each family member and some gift suggestions or special wishes.

4 **CALL YOUR FAMILY ASAP** to let them know that you are their sponsor, ask about any gift suggestions, and set up an appropriate delivery date before December 19th. Many of the family applicants continuously call us to see if they have been sponsored out. The sooner you call your family, the more at ease they will be that they will be receiving help this Christmas. Please contact us if you are having trouble contacting your sponsored family.

5 Please see the **Christmas Hamper Food and Gift Guideline** form to ensure you include the minimum requirements and have fun shopping for your family.

6 Deliver the specified food hamper and gifts by December 19th and enjoying meeting your family!