



CHILD ADVOCATES II HOLIDAY GIFT DRIVE

Non- Profit Board for the Guardian ad Litem

Dear Volunteers,

It's that time of year again...time to begin preparing for our Annual Holiday Gift Drive! The goal of the Guardian ad Litem Program is to represent each and every one of our children in need of gifts this season.

Every year our non-profit board, Child Advocates II works with local businesses, organizations and individuals throughout the big bend community to sponsor a child in our program. Because this is such a huge undertaking we would like to make this process a little easier this year. These instructions should answer any questions you may have and if you still have questions, please feel free to contact **Stacey Burns with Child Advocates II at 559-7916 or e-mail childadvocates2@gmail.com**.

INSTRUCTIONS ON COMPLETING THE WISH LIST FORM

PLEASE COMPLETE THE ENTIRE FORM

1. Please begin by contacting the Dependency Case Manager on your case to make sure the child/family has not requested gifts from another organization (ex. Christmas Connection or Toys for Tots). Be sure to ask if the Dependency Case Manager has made a referral for this family as well. If the child/family is sponsored by another organization or by you, please indicate at the bottom of the wish list and return to the GAL office.
2. One wish list per family. **Do Not** put multiple families on the same wish list.
3. All information requested is necessary in assigning the child to a sponsor and ensuring that the child(ren) receive the appropriate gifts. *This includes noting if the child on your case has special needs...please be specific in requesting appropriate items for that child. If your child(ren) is in need of shoes (*CAII is requesting sponsors to purchase gift cards*)..
4. Please make sure to indicate if your child is placed out of this circuit to ensure that we are able to mail the items out timely.
5. If you are a courtesy GAL, please contact the GAL Volunteer or GAL Volunteer Supervisor from that circuit. Be sure to ask if they are planning to sponsor that child. If that circuit is not able to sponsor that child, please submit a completed Wish List for that child.
6. Please indicate at the bottom of the form if you will be able to deliver the gifts to your child/family.

7. If your child is requesting a gift card, please indicate the specific store on the form. Also, gift cards are limited by age/amount. Children age 13-14 will receive a gift card in the amount of \$50 and children age 15-18 will receive a gift card in the amount of \$75.
Please note that special needs children and special circumstances may be handled differently. Please indicate on the Wish List form any special considerations needed for a child/family.
8. Please submit your Wish List to Laurie Williams at the contact information below by the COB on **Tuesday, November 15, 2011**. Wish list can be submitted via e-mail/scan, fax or postal mail.

Laurie Williams

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Tallahassee, Florida 32301
Telephone No. 850-606-1212
Fax No. 850-606-1201
Laurie.Williams@gal.fl.gov



Instructions on Pick/Delivery of Gifts

1. Gifts will be dropped off and picked up at TRAK Engineering, 2901 Cresent Drive, Tallahassee, Florida. ***Gifts will not be wrapped by sponsors...this is to ensure gifts are age appropriate and safe.***
2. Deadline for sponsors to drop off all gifts to TRAK Engineering, will be **Friday, December 2, 2011**.
3. Deadline for volunteers to pick up gifts from TRAK Engineering, will be **Sunday, December 11, 2011**.
4. If you are interested in helping the program to deliver gifts, become a Secret Santa! Please contact Stacey Burns with Child Advocates II at **559-7916** or e-mail **childadvocates2@gmail.com**.