



GUARDIAN AD LITEM HOLIDAY GIFT DRIVE

***Coordinated by Child Advocates II
(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 to **Stacey Burns** at **850-320-0816** or childadvocates2@gmail.com.

You can also help by identifying sponsors for these children. Consider asking your co-workers, friends, neighborhood organizations, church group, etc. if they would like to help bring a little happiness to these children in need. If they are interested, please have them send their name and their contact information to Stacey Burns at childadvocates2@gmail.com.

**To ensure your child(ren) receives a sponsor,
please make every effort to submit your wish before**

DEADLINE: **Friday, November 1, 2013.**

Wish lists can be submitted via e-mail/scan, fax or postal mail to:

Laurie Williams

Thomasville Road Courthouse Annex

1920 Thomasville Road, Suite 208

Tallahassee, Florida 32301

Telephone No. 850-606-1212

Fax No. 850-606-1201

Laurie.Williams@gal.fl.gov

INSTRUCTIONS ON COMPLETING THE WISH LIST FORM

PLEASE COMPLETE THE ENTIRE FORM

- ✚ One wish list per family. **DO NOT** put multiple cases on the same wish list.
- ✚ Print clearly or type the request. With forms being scanned, faxed, etc. some items are difficult to read when the sponsor receives the list.
- ✚ If the child(ren) on your case does not need a sponsor, complete the wish list with required (*) information and circle “NO” next to “Child(ren) need to be sponsored.”
- ✚ If you plan to sponsor the child(ren) on your case, complete the wish list with required (*) information and circle “NO” next to “Child(ren) need to be sponsored.” Then next to this, please note you are the sponsor and include your mailing address and e-mail address for a CAII donation receipt to be provided.
- ✚ All the information requested on the form is necessary. A complete and detailed form will help CAII match children with sponsors and will ensure the child(ren) receive the appropriate gifts. *This includes noting if the child on your case has special needs. If your child has special needs, be very specific with the items that you request. If your child(ren) needs **shoes** note that shoes are needed on the wish list. CAII is requesting sponsors to purchase gift cards.
- ✚ If the child(ren) are requesting a bike, please include the size of bike needed.
- ✚ 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. Children out of circuit will be sent gift cards to reduce shipping costs.
- ✚ If you are a courtesy GAL, contact the GAL Volunteer or GAL Case Coordinator 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, then you may submit a Wish List for that child.
- ✚ Indicate at the top of the form if you will be able to deliver the gifts to your child(ren)/family.
- ✚ If your child(ren) is requesting a gift card, indicate the specific store on the form. *****Please note that special needs children and special circumstances may be handled differently. Again, be sure to write any special considerations for your child/family on the Wish List form.*****
- ✚ If your case is in the process of closing, we still work to get the child(ren) a sponsor. You will be asked to make the delivery to the child(ren).