



Gifts of Hope

2024 Staff Process

1. Arizona's Children staff refer their clients to our Gifts of Hope Holiday Campaign by completing the online form at www.arizonaschildren.org/staffreferrals
 - Referrals need to be submitted online by 5pm on October 31st to guarantee gifts for those clients. This is a short timeline and appreciate your support by completing the form before the deadline (the form will close automatically). If you have a new client after the deadline in need of gifts, please contact Jim Van Wicklin (Marketing & Development) directly.
 - Due to the number of clients, Behavior Health may only refer up to 10% per site, focusing on our clients most in need. There are always items in our donations room and extra gifts that may go to help those who were not referred.
 2. Please include clothing and shoe size, along with 3 wishes for each client. Items requested should not exceed more than \$50 purchase price. Please do not ONLY request gift cards for your client. Any requests outside of these parameters will NOT be matched with a donor.
 - Marketing & Development will be matching clients with donors and sharing wish list information provided by the staff from the online form. They will be responsible for all donor communication and will coordinate with staff as needed.
 - Any donor who goes directly to program staff for Gifts of Hope information **MUST** be sent to Jim Van Wicklin (jvanwicklin@arizonaschildren.org) to manage the donor.
 - Once gifts for an entire site are ready, Gifts of Hope staff will contact with directions in regards to pickup or drop-off of gifts and In-Kind Donation Forms for entire site.
- **NOTE:** The goal is for children to be matched with a donor before the holiday in November to allow donors/sponsors time to purchase gifts and then GOF staff will distribute these unwrapped gifts to the families in time for the holidays. Although this is our goal, a majority of gifts arrive just before the holiday. Please contact Jim Van Wicklin with questions regarding your referrals, or if you need to locate funding or other gifts and he will get you in contact with a GOF staff member to assist you.

Each family/child referred must:

- Be unable financially to purchase their own gifts and are truly needy.
- Have children in the family under the age of 18, unless clients of our Young Adult Services. DO NOT refer parents/caregivers.
- Not be receiving gifts through another program/agency/service.
- Be expected to still be receiving AzCA services through the end of the year.

Some things to keep in mind:

- Do not submit referrals with requests for expensive items such as bikes, game systems, tablets, phones, and laptops. **Requests for gifts should not exceed a \$50 value.** Submit referrals with general wishes based on the child's interests in order to best match the toy drive items with the child. If you must request a gift card, please do not submit more than one gift card request per child. Referrals with only gift card requests will not be matched with a donor. It is important to note that donors are not required to purchase every item on the list.
- Do not submit families who are non-compliant and run the risk of unplanned early discharge.
- Do prioritize families with young children.
- Gifts must be new, unwrapped and given to the child's caregivers, rather than the child. We want the parents to be involved in this process - especially if they will be unable to purchase their own gifts for their children. Gift wrap can be donated and provided to our families to wrap themselves.
- Staff must inform their contact person when a child/family has a new caseworker for any reason, staff leave the agency, or when an office or staff member fills requests that were submitted through the "Gifts of Hope" program. This is to ensure that all referrals are met, sponsors are being contacted and children are not "doubling-up" on gifts. Please confirm with other staff if your client receives multiple services - clients should only be submitted once.
- Our donors should have a great experience! They are followed up with in a timely manner and In-Kind Donation Forms are turned in so that we can thank them properly in hopes they return the following year.
- It would be great to have our families write a personal "Thank You" letter to their donors. These letters should not include the family's last name and should be submitted to Development/Marketing by early January to send out to the donors. Photos are appreciated, but please make sure to work with Marketing, as a photo release form must be completed.

In-Kind Donation Forms:

- Each staff member who collects gifts from a donor **MUST complete a Donation Form with the donor** at the time of pick up/delivery of the gifts.
- The Donation Forms must be returned to Development **within 7 days of receipt of gifts.**
- Each office should have these forms on-hand. They can also be downloaded from our website at www.arizonaschildren.org/staffreferrals.
- It is very important that **ALL fields** on this form are completed before they are returned to Development.
- These donation forms must be obtained per AzCA's accounting and tax rules - **even if the donor says they do not need a receipt for tax purposes.** You may make a copy of the form for the donor before they leave, but they will receive a tax letter in the mail as soon as Development processes the gift.

SAMPLE:



ARIZONA'S CHILDREN'S ASSOCIATION
Protecting Children. Empowering Youth.
Strengthening Families.

Corporate Office Locations:
3716 E. Columbia St.
Tucson, AZ 85714
Phone: 520.622.7611

3636 N. Central Ave.
Suite 200
Phoenix, AZ 85012
Phone: 602.234.3733

Questions?
800.944-7611 ext. 2305

Our Tax ID# is 86-0096772.

Visit us online:
www.arizonaschildren.org

DONATION / CONTRIBUTION RECEIPT
(Please Print)

Date: 12/31/2023

Donor Name: Fry's Food & Drug Store - Joe Smith

Address: 555 N. 5th Street

City / State / Zip: Tucson, AZ 85713

Phone: (580) 555-1234 Email: JSmith@frys.com

Description of Item(s) Received: 50 Items - Misc. toys, clothing, and school supplies for Gifts of Hope

Amount of Cash or Check: \$ _____ Donor Estimate of Value: \$ 500
(if other than cash or check)

For noncash donations over \$5,000, donor must attach Form 8283 to tax return. See www.irs.gov for instructions.

Comments: Gifts of Hope - Specifically for Foster Care Party

Donor Signature: Joe Smith

Received by (Signature): Lauren Watson

No goods or services were provided in exchange for this contribution. Cash and in-kind items accepted as donations become the property of Arizona's Children Association and may be redirected at the organization's discretion.

Date you received the items.

Name of business (if applicable) and individual/contact person dropping off donated items.

You MUST use this space to describe the donated items.

An individual donor should estimate the approx. amount that they spent purchasing the items. If a business or organization is hosting a drive, they will estimate how much they think the items are worth. This is very important! **The donor must be the one to put a value to the items, not the AzCA staff member.**