



the Caring
and Sharing
Exchange



Christmas Exchange
Program

People helping people since 1915



Sponsor a Hamper Program

In 2013, we are expecting another 25,000 individual requests for assistance through the Christmas Exchange Program – 50% of who are typically children and seniors. Through our new Sponsor a Hamper Program, you are able to make an impact for a family or families in our own community by giving them the means to share a special holiday meal with loved ones. Without your support, many of our families would not have an enjoyable Christmas to remember. Thank you; we could not do what we do without you!

How it works:

- 1) Register to be a sponsor, by filling out and returning both the Sponsor Registration Form and the Confidentiality Agreement.
- 2) During the week of December 2nd, you will be notified about the family(ies) you will be sponsoring. You will receive the following information:
 - a. contact name
 - b. address
 - c. phone number
 - d. number of children, adults and seniors
- 3) We realize that sometimes sponsors collect a lot more for their sponsored family(ies) than expected. If this should happen, we ask that you consider sponsoring an additional family for a hamper. The more families you are able to help, the more Christmas spirit you are able to share.
- 4) Contact your family **early, preferably by December 15 to arrange for delivery:**
 - a. Identify yourself as their sponsor for a Christmas Hamper from the Christmas Exchange Program.
 - b. Ask if they have any food restrictions/preferences (i.e. vegetarian, Halal, etc.)
 - c. determine the best date and time for delivery which should be sometime **between December 15 to 23**
 - d. When you call, use *67 before dialing the number in order to block caller ID. This is to maintain your privacy and to ensure that you do not receive calls directly from the family should there be any problems or concerns. If you need to leave a message, state that you will call back at a specific time.
 - e. If you cannot reach your sponsored family, please contact the Caring and Sharing Exchange.
 - f. Once you've confirmed the hamper delivery date with the sponsored family, please advise the Caring and Sharing Exchange of this date.
- 5) Go shopping for your family.

Thank you for making this Christmas a special one for Individuals & Families in need in our community!

P.O. Box 5167 Ottawa, ON K2C 3H4 hamper@caringandsharing.ca (613) 226-6434

- 6) The delivery date and time should be re-confirmed one or two days prior to the actual delivery to ensure that it is still convenient for both parties.
- 7) Deliver your hamper to the family - the delivery could be a drop-off or visit depending on the comfort level of both parties. In some cases, the family may not want someone coming to their home to deliver in which case you can arrange a mutual location to meet for the drop of and delivery of the hamper.
- 8) Notify the Caring and Sharing Exchange via e-mail at hamper@caringandsharing.ca to confirm that you have delivered the hamper(s).

If the recipient cannot be reached or is not home

- If you are unable to reach your sponsored family, please contact the Caring and Sharing Exchange.
- If the sponsored family is not home when the hamper is delivered, please bring it back to your home and attempt to contact the recipient by phone. If they are not reachable, please contact the Caring and Sharing Exchange as soon as possible to notify them that the client has not been assisted. Your hamper may then be reassigned to another family.

For the comfort and dignity of the recipient(s)

- No more than 2 people should deliver the hamper(s)
- Please do not bring children and teens on the delivery, as there could be a possibility that the sponsored family has children that go to the same school as yours and will be recognized once they answer the door. This will help avoid any embarrassment for the children and parents. Young children can participate by helping with grocery shopping for the family and putting together the hamper.
- Please do not delivery hampers at night alone.
- All Client information is confidential and must be treated as such, the sponsor and any other person(s) involved with the hamper delivery or will have knowledge of the sponsored family's contact information is required to sign and return a Confidentiality Agreement before they receive the recipient information.
- Please do not deliver to an Individual or family that you know, have a connection to or that lives in your immediate neighbourhood. If you know the sponsored family, please let us know and we will provide another family to you.

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Hamper Guidelines:

- Hampers should not contain money, alcoholic beverages or tobacco products.
- Do not include any home baking.
- Emphasis should be placed on food, however SMALL gifts may be included if the sponsor wishes. Please note that we do refer the recipients to the Toy Mountain program so they are able to receive toys for their children 12 years of age and under.
- The total value should be between \$85 and \$200 depending on the size of the family
- If the sponsor would like, an extra meal can be included (i.e. breakfast or another dinner)

Minimum Guidelines for a Festive Christmas Hamper:

SMALL HAMPER FOR FAMILY OF 1 TO 2 PEOPLE
14 oz can of green peas OR green/yellow beans
Can of Cranberries
Box of Stuffing
Can of Hot Chocolate OR Coffee OR Tea
Cookies OR Other dessert
1 lb of Butter
2 lb bag of Carrots
5 lb bag of potatoes
2 lb bag of onions
Loaf of Bread
1 litre of 2% Milk
Bag of Fresh Oranges OR Bag of Fresh Apples OR Box of Clementines
Whole Chicken
Insert Letter with Recipe*

MEDIUM HAMPER FOR FAMILY OF 3 TO 5 PEOPLE
14 oz can of green peas OR green/yellow beans
Can of Cranberries
Box of Stuffing
Can of Hot Chocolate OR Coffee OR Tea
Cookies OR Other dessert
1 lb of Butter
2 lb bag of Carrots
5 lb bag of potatoes
2 lb bag of onions
Loaf of Bread
1 litre of 2% Milk
Bag of Fresh Oranges OR Bag of Fresh Apples OR Box of Clementines
18 – 22 lb Turkey
Foil Pan to cook the Turkey in
Insert Letter with Recipe*

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LARGE HAMPER FOR FAMILY 6 OR MORE PEOPLE
14 oz can of green peas OR green/yellow beans
Can of Cranberries
Box of Stuffing
Can of Hot Chocolate OR Coffee OR Tea
Cookies OR Other dessert
1 lb of Butter
2 lb bag of Carrots
5 lb bag of potatoes
2 lb bag of onions
2 Loaves of Bread
2 litres of 2% Milk
Bag of Fresh Oranges OR Bag of Fresh Apples OR Box of Clementines
18 – 22 lb Turkey
Whole Chicken
Foil Pan to cook the Turkey in
Insert Letter with Recipe*

*We will provide you with a letter from the Caring and Sharing Exchange as well as a recipe for gravy by local food columnist and cookbook author Gay Cook.

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