



the Caring
and Sharing
Exchange



People helping people since 1915



Sponsor a Hamper Program

In 2017, we are expecting upwards of 20,000 individual requests for assistance through the Christmas Exchange Program – 50% of which are typically children and seniors. Through our 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 or by completing the online form.
- 2) You will be notified about the family(ies) you will be sponsoring **by Monday, December 11, 2017**. You will receive the following information:
 - a. contact name
 - b. address
 - c. phone number
 - d. number of children, adults and seniors
- 3) We ask that you please keep to the recommended guidelines for your sponsored family (ies). If you collect a lot more for your sponsored family(ies) than expected, please **consider sponsoring an additional family for a hamper**, as 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 2017 to arrange a mutual date and time 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 19 to 23 2017**
 - 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. When speaking with your sponsored family(ies), please confirm the address that you will be delivering to as some people might have moved and their address has changed from the time they submitted their application to us.
 - f. If you cannot reach your sponsored family(ies) by Friday, December 15, 2017, please contact the Caring and Sharing Exchange.

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

- g. Staff will be available until NOON on Saturday, December 23, 2017 to assist with any question or concern.
- 5) Go shopping for your sponsored family (ies).
 - 6) You can pack the food items into a cardboard box or you may wish to pack the food in a laundry basket, reusable grocery bin or grocery bag that the family can keep.
 - 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 off 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 have tried several times to reach your sponsored family and are unable to reach them, 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 let us know 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 two 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 deliver hampers at night alone. Have another person go with you.
- 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.

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

Hamper Guidelines:

- Hampers should not contain money, lottery tickets, alcoholic beverages or tobacco products.
- For liability reasons, we recommend that you do not include any home baking as some people may have specific food allergies to baked goods.
- Emphasis should be placed on food, however SMALL gifts may be included if the sponsor wishes.
- The total approximate value of your hamper should be between \$85 and \$150 depending on the size of the family.

Recommended 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(es) 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 Cooking Instructions

MEDIUM HAMPER FOR FAMILY OF 3 TO 5 PEOPLE
2x 14 oz Can of Green Peas or Green/Yellow Beans
Can of Cranberries
Box(es) 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
12 – 16 lb Turkey
Foil Turkey Roasting Pan
Insert Letter with Cooking Instructions

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

LARGE HAMPER FOR FAMILY 6 OR MORE PEOPLE
2x 14 oz Can of Green Peas or Green/Yellow Beans
Can of Cranberries
Box(es) 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
16 – 20 lb Turkey
Foil Turkey Roasting Pan
Insert Letter with Cooking Instructions

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