



the Caring
and Sharing
Exchange



Christmas Exchange
Program

People helping people since 1915



Sponsor-a-Hamper Program

In 2019, we are expecting upwards of 20,000 individual requests for assistance through the Christmas Exchange Program – over 50% are typically children and seniors. Through our Sponsor-a-Hamper Program, you make a meaningful impact by giving a family in our community 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 it 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 the **week of December 02 2019**. 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 follow the Sponsor guidelines when sponsoring your 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 provide assistance for, the more Christmas spirit you share!
- 4) **Contact your family early** (we recommend by December 16 2019) to arrange a mutual date and time for hamper 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 (**sometime between Dec. 16 and Dec. 24 2019**)
 - d. When you call the family, please use *67 before dialing the number to block caller ID. This maintains your privacy and ensures you do not receive calls directly from the family should there be any 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 families may have moved since they registered for assistance.
 - f. If you cannot reach your sponsored family(ies) by **December 16 2019**, please contact the Caring and Sharing Exchange.
 - g. Staff will be available **until NOON on December 24 2019** to assist with any questions or concerns.
- 5) Go shopping for your sponsored family(ies).
- 6) You can pack the food items into a cardboard box, a laundry basket, a reusable grocery bin, or grocery bags that the family can keep.

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@carinandsharing.ca (613) 226-6434

- 7) Deliver your hamper to the family. The delivery could be at a meet-up location or to the family's home depending on the comfort level of both parties. In some cases, the family may not want someone coming to their home to deliver the hamper, in which case you can arrange a mutual location for the hamper delivery.
- 8) **Please confirm with the Caring and Sharing Exchange when you've successfully delivered your hamper(s) by emailing hamper@caringandsharing.ca.**

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 received assistance.** We will work with you to troubleshoot the situation and find a suitable resolution.

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 them and will be recognized once they answer the door. Young children can participate in your hamper sponsorship by helping with grocery shopping for the family and putting the hamper together.
- 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 with any knowledge of the sponsored family's contact information is required to sign and return a Confidentiality Agreement before they receive a recipient's information.**
- Please do not deliver to an individual or family that you know, have a connection with, or that lives in your immediate neighbourhood. If you do recognize the family when you receive their details, please let us know and we will provide another family for you to sponsor.

Hamper Guidelines:

- Hampers should not contain money, lottery tickets, alcoholic, or tobacco products.
- For liability reasons, we ask that you do not include any home baking or homemade goods.
- Emphasis should be placed on food for the hamper; however, SMALL gifts may be included if you wish.
- The total value of your hamper should be between \$85 and \$150, depending on the size of the family.

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Recommended Guidelines on What to Include 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 Caring and Sharing Exchange Letter

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 (if needed)
Insert Caring and Sharing Exchange Letter

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 (if needed)
Insert Caring and Sharing Exchange Letter

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