



Gifts of *Hope*

2023 Staff Process

1. AzCA staff refer their clients to our GOH holiday campaign online at www.arizonaschildren.org/staffreferrals.
 - Referrals need to be submitted **by 5pm on October 20th** to guarantee gifts for those clients - the form is set to close automatically. If you have a new client in need of gifts that starts following the deadline, please contact Bethany Hart directly.
 - Due to the number of clients, Behavioral Health may only refer up to 10% per site, focusing on our most needy clients. There are always extra gifts that may go to help those who were not referred.
 - Please include clothing/shoe sizes, along with 3 wishes for each client. Items requested must not cost more than \$50. **DO NOT** only request gift cards for your client. Wish lists with items that cost more than \$50, or that only consist of gift cards, will **NOT** be matched with a donor.

NOTE: Ideally, children are matched with a donor by the end of November so that the sponsors have time to collect gifts and staff are able to distribute these unwrapped gifts to the families in time for the holidays. Do not panic if you feel you are running out of time, as most gifts come in the last two weeks of December. Work with Marketing if you have questions regarding your referrals, or if you need to locate funding or other gifts. There are always extra gifts and funds available to fill in where needed.
2. Marketing will be matching clients with donors and sharing wish list information. Marketing will be responsible for all donor communication, and will coordinate with staff and assigned Points of Contact at each site.
 - Any donors that go directly to program staff for more information or to receive wish lists, must be directed to the online registration form at www.arizonaschildren.org/goh. Much like clients, it is important that we have participant info in one location.
 - Once a donor signs up, Marketing will match them with a referred client in their area by providing their wish list. Marketing will be in contact with the referring staff and/or point of contact at your site to let you know when your client's gifts are ready to be picked up and distributed to your families.
 - Points of Contact at the various sites will work together with Marketing to make sure your site's needs are met and to communicate challenges or any changes. Points of Contact are **NOT** responsible for donor follow-up, but will help gather **In-Kind Donation Forms** as gifts are delivered to their site.
3. Over the next few months, we encourage staff to help recruit donors to sponsor a child or to host a toy drive. Before approaching businesses and potential partners, please complete the **Staff Fundraising Form** and send it to LWatson@arizonaschildren.org for approval. This is important so that multiple staff aren't contacting the same businesses, but also to ensure that Development doesn't have anything pending with the company (i.e. grant or large sponsorship).

Questions? Please contact Bethany Hart at BHart@arizonaschildren.org or 602.647.6681.

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.
- **The program will rely primarily on toy drives to assist with the wish list items.** This means that not all referred clients will be matched with a donor; however, they will still receive gifts. Therefore, we CANNOT guarantee that all referrals will receive wish list items. It is ideal that we have a general idea of the child's interests, rather than specific requests.
- 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:

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

Individual Corporation Other: _____

Description of Item(s) Received: Cash Check Other (describe below)

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.**

Gifts of Hope

Staff Fundraising Form

Please complete this form and submit it to Lauren Watson, Marketing Manager, at LWatson@arizonaschildren.org. You must get approval prior to contacting businesses and other organizations for donations. Thanks!

Staff Name: _____ Date: _____

Program Name: _____

Supervisor Name: _____

Office: _____

Names of businesses/organizations you would like to approach, including locations (please list even if you are unsure you will be contacting them):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What are you asking for / reason for asking?: _____

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Other Material Needs















Please contact Marketing if you are in need of other materials, specifically tailored to meet the needs of your donors and sponsors.

For any Marketing Requests, please complete the request form on the AzCA Dashboard under Development.






If you have photos, quotes/testimonials, thank you messages from your client, media release forms or volunteer forms, please contact Marketing@arizonaschildren.org.

Thanks!

Important Shortcuts: (These are also available either in the header (menus) or footer of the page)

 ADP	 AzCA P&P	 Relias Training	 Suggestion Box	 Training
 Development	 AzCA Web Site	 Facilities Requests	 Self Care Info	 AzCA Wellness
 Locations	 Corporate Contacts	 Staff Search	 EAC (Employee Advisory Committee)	

Development Resources:

 Development Department Staff	 Development Calendar	 Marketing Requests	 Development Department Forms	 FAQ
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Questions? Please contact Marketing@arizonaschildren.org.