

Big Wishes GIFT DRIVE



Adopt a Family Fulfillment Instructions

Where can I deliver donations?

Big Wishes Toy Room

The Thrift Shop of Boston
33 Corinth Street (entrance behind Bank of America)
Roslindale, MA

PLEASE NOTE: There will no longer be a drop-off location at 161 South Huntington Avenue in Jamaica Plain or 271 Huntington Avenue in Boston

PLEASE NOTE:

We ask that all Adopt a Family donations be delivered directly to the Toy Room in Roslindale, rather than one of our other drop-off sites, to ensure that the items for the family stay together.

When can I deliver Adopt a Family donations?

December 1 – December 16, 2016*

Mon-Fri: 10am – 6pm* | Sat & Sun: 11am – 3pm

*December 12-20 open until 7pm on weekdays only

Although the Toy Room is officially open until December 20th for general donations, we need **Adopt a Family** gifts by December 16th to ensure that we are able to distribute these gifts in time for the holidays.

Can someone from The Home pick up the gifts I have collected?

Unfortunately we are unable to arrange for pick-ups of toys and other donated items. We do, however, offer several convenient drop-off sites. Through our long-time partnerships with Coldwell Banker Residential Brokerage and Bernie & Phyl's Furniture, there are numerous drop-off locations around the greater Boston area. To find the most convenient location near you, please visit www.thehome.org/dropsites.

Do all items need to be new?

Yes, please ensure that all items are new. We do not accept used items (even gently used or consignment shop clothing).

What if I cannot find the specific item a family member is looking for?

If you are not able to find the item the family member has requested, use your best judgment. Look for a similar item or substitute it with an item that you think the family member would like.

What if there is more than \$100 of items listed for a family member?

This is the one time during the year that many of our families can request items, so the list may be long. Pick out and buy the items you feel are most important and are within your budget.

Can I spend more than \$100 per family member?

You can certainly increase the spending or add items to the list if your budget allows. However, we ask that you keep some parity within a family, so that everyone is treated equally.

What if there is more than \$50 of household items listed for a family?

This is the one time during the year that many of our families can request items, so the list may be long. Pick out and buy the items you feel are most important and are within your budget.

Should I supply gift receipts?

Gift receipts are not necessary. However, if the store you are purchasing the item from offers gift receipts, please include it as this will allow the family to make exchanges if needed. If you do supply gift receipts, please put them in an envelope and package them with the items.

Will the children receive any gifts during the holiday season?

In addition to the clothing and household essentials that are donated through “Adopt a Family,” each child can request up to four gift items (books, games, toys, electronics, bikes, etc.). These items are purchased by donors through the “Children’s Wishes” section of the Wish List website.

Can we wrap the gifts?

Items should not be wrapped; however, items can be placed in gift bags so that the contents are visible. Donations of wrapping paper are also appreciated.

How should I package the gifts?

1. Please put all items for each family member into separate bags.
 - ◆ Label or mark each bag with the “Family Code” (listed on the wish cart page) and the corresponding family member’s name.
 - ◆ If more than one bag is required for a family member, label each bag with the family member’s name, “Family Code,” and note the total number of bags (eg. 1 of 2, 2 of 2) for that family member.
 - ◆ Make sure the label is securely attached to the bag.
2. Then put the bags for all family members into one large 30 gallon heavy-duty bag or box.
 - ◆ Label or mark this bag with the “Family Code”.
 - ◆ Include in the bag a copy of your wish cart page.
 - ◆ If more than one bag or box is required for the family, label each bag or box with the “Family Code” and note the total number of bags (eg. 1 of 2, 2 of 2) for that family.
 - ◆ Make sure that the label is securely attached to the bag or box.

Please do not mix families within a bag or box. Keep families separate to avoid confusion.

Where do I find the family code?

The family code is listed on your wish cart page. To view your wish cart, go to www.giftdrive-thehome.org, log in and click on the “My Wish Cart” heading.

What does the name in the Family Code represent?

The name in the Family Code is not the family’s last name, but that of the clinician who works with the family.

How should I package gift cards?

Please indicate the dollar value on the gift card and its sleeve. Then place the gift card in an envelope marked with the “Family Code” and family member’s name and include it in the bag for the family member.

Can I deliver my gifts to kids personally or meet some of the children in The Home’s care?

Due to very strict confidentiality laws and our firm commitment to the safety and well-being of the children in our care, members of the community may not interact with The Home’s clients without first completing volunteer training.

Is my gift tax deductible? How do I get a tax receipt?

Yes, donations to The Home’s gift drive are tax deductible. To receive a tax receipt for your donation, fill out the attached Donation Tax Receipt form and bring it with your donation. If several people from your company or organization made a donation, each individual should complete their own form. Please be sure to include the dollar value of your donation on the form. Whenever possible, please attach copies of receipts or other documentation to the form. However, we suggest that you also keep the original purchase receipts as documentation in case of an audit. We will mail you a copy of your completed Donation Tax Receipt form, which serves as an acknowledgement of your gift.

Will I get a personal thank you for my gift?

Due to privacy concerns of the children and families in our care, we are not able to send individual acknowledgements. Please know that each and every gift goes to a deserving child/family and is much appreciated. If you complete a Donation Tax Receipt Form, you will receive a copy of the form, along with a general thank you from The Home.

Why do I need to complete a Donation Tax Receipt form?

We ask all donors to fill out the attached Donation Tax Receipt form and bring it with your donation. This allows The Home to record the gifts being delivered to our Toy Room and other drop-off sites, as well as provide you with a tax receipt.

Still have questions? Send us an email at: giftdrive@thehome.org

Thank you making the holidays brighter for the children and families in our care!

The Home for Little Wanderers

10 Guest Street, Boston, MA 02135
888-HOME-321 | www.thehome.org



Donation Tax Receipt

Please complete this form and retain with your tax records.

Date: _____

Donation from: Individual

Organization/Company

Organization/Company Name: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

The Home will not sell, rent or share your e-mail address.

Would you like to be added to The Home's e-mail list? Y N

Donation Information

Check all applicable boxes and provide a brief description.

- Gift cards: _____ \$ _____
- Tickets or Passes: _____ \$ _____
- Gift Items: _____
_____ \$ _____
- Cash: _____ \$ _____

Value of Donation

Attach copies of receipts, letters or other relevant information.

Total: \$ _____

Thank you for your contribution!

For your accounting purposes: The Home did not provide any goods or services to you in exchange for this donation. If you have any questions, please call 617-927-0680 or e-mail giftdrive@thehome.org. Our Federal Tax ID is 04-2104764.

To claim a charitable deduction for your donations, you must assign a value to them. By law, The Home for Little Wanderers cannot tell you the value. As the taxpayer, you will need this form as proof of your donation for tax deduction purposes. To be valid, this receipt must be completed at the time of the donation. Validation of value for items greater than \$500 may be needed by you in order to substantiate your deduction to the IRS.