

# Big Wishes GIFT DRIVE



## Children's Wishes 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*

**Many additional drop-off sites are available across Massachusetts.**

**Find one near you:**  
[thehome.org/dropsites](http://thehome.org/dropsites)

### When can I deliver Wish List 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 **Wish List** 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](http://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).

### How should I label all gifts?

Please label each gift with the "Wish Code" that is listed on your wish cart page to ensure your gift gets to the correct child. Make sure the label is securely attached to the gift item.

### Where do I find the wish code?

The wish code is in the first column of the table on your wish cart page. To view your wish cart, go to [www.giftdrive-thehome.org](http://www.giftdrive-thehome.org), log in and click on the "My Wish Cart" heading.

### 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 and label the envelope with the "Wish Code" that was displayed from your wish cart page. This will ensure your gift gets to the correct child.

### What if I cannot find the specific item a child is looking for?

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

### **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 child to make exchanges if needed. If you do supply gift receipts, please put them in an envelope and package them with the items.

### **Can I 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.

### **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 orientation and 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. 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 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.

*Occasionally, Wish List items cannot go to the intended child, but please be assured that if this is the case your gift will go to another child instead.*

### **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](mailto:giftdrive@thehome.org)**

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

## 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](mailto: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.