

JCS Adopt-a-Family Program Plan

Program Overview: The JCS Adopt-a-Family program aims to spread holiday cheer by connecting generous donors with families in need. Donors provide gifts to fulfill the holiday wishes of families residing in our community while maintaining privacy and fostering gratitude.

Program Timeline:

1. Preparing for Donor Engagement (Now - November 15th)

- **Promotion:** Announce the Adopt-a-Family program through our newsletter, social media, and community outreach.
- **Donor Registration:** Interested donors can email their intent to participate, providing their name and contact information (address for thank-you card).
- **Donor Information:** Inform donors that their contact information will be kept confidential, accessible only to program coordinators.

2. Resident Sign-Up (After Thanksgiving - December 1st)

- **Resident Registration:** JCS residents express their interest in participating in the program and provide family details (family size, names, ages, and three wish items for each family member).
- **Matching:** Program coordinators match registered families with interested donors based on family size and preferences.

3. Donor Gift Collection (December 1st - December 17th)

- **Notification:** Program coordinators contact donors with information about their assigned family, including family size, names, ages, and wish items.
- **Gift Procurement:** Donors purchase gifts for the assigned family members.
- **Donor Drop-Off:** Donors deliver gifts to the Devin House by December 17th.
- **Gift Organization:** Program coordinators sort and label gifts for distribution.

4. Resident Gift Distribution (Before Christmas)

- **Gift Presentation:** Program coordinators distribute gifts to participating JCS residents, ensuring that they receive gifts for their family members.
- **Thank-You Card:** Each resident receives a thank-you card to personalize with their heartfelt gratitude.
- **In-Kind Donation Receipt:** Along with the thank-you card, residents receive an in-kind donation receipt for the donors.

5. Follow-Up (Post-Christmas)

- **Thank-You Card Mailing:** Program coordinators mail thank-you cards and in-kind donation receipts to donors.
- **Feedback Collection:** Encourage donors and residents to share their feedback and experiences, allowing for program improvement in the future.

Privacy and Confidentiality:

- Donors' personal information (address) will be kept confidential, accessible only to program coordinators.
- Residents' personal information will be kept confidential, and their gift preferences will be shared with donors without revealing their identities.

Program Goals:

- Bring joy to JCS families during the holiday season.
- Foster a sense of community and support.
- Maintain the privacy and confidentiality of all participants.
- Cultivate gratitude and goodwill among donors and residents.