



2024 Holiday Program – Guidelines & Food Suggestions

Highlights:

- Have Fun: You are a blessing to your recipient's holiday. Thank you for all you do to help make the season brighter for our families. Happy Holidays!
- **DO NOT WRAP YOUR GIFTS THIS YEAR!** Please provide wrapping paper for your adopted family to wrap the gifts themselves.

Do I have to buy everything on the list?

Absolutely not! Feel free to include what works for you. The wish list is meant to be a guideline to help donors' shop. It is not a requirement to fulfill every request made by the family.

Are there any restrictions on gift items?

Use your best judgment re: purchases for your family. The general guideline is asking yourself if you would purchase it for your own family and let your answer be your guide. We've also included a few guidelines we hope will be helpful.

- No cash to recipients
- No gift cards/gift certificates, unless PCC authorizes on a case-by-cases basis
- No medicines or alcohol

Do I need to wrap the gifts?

NO! All gifts should be unwrapped and we ask that you provide wrapping paper so your adopted family can wrap the gifts themselves. Our clients have provided us feedback from last year and by not wrapping the gifts parents can have some ownership and awareness of the gifts they are giving their children. We do ask that you provide a "cheat sheet" that tells us which gifts are for which family member.

Delivery of gifts:

- Your gifts will be delivered to PCC. PCC staff will then cordiante a date and time for your adopted family to pick up their gifts. Gift delivery to your directly to your adopted family is **NOT** an option this year.

I adopted a family last year and had to provide a food card for them as well. Do I need to provide a food card again?

YES PLEASE! This year we are requiring our donors to simply provide a gift card to either Hardings, Meijer or WalMart for your adopted to purchase the groceries they need for the holiday. Suggested amounts are \$25 for a family of one and \$50 for all other family sizes. These amounts are simply a suggestion. Please feel free to purchase your gift cards in any denomination.

How do I know what clothing to get?

Our wish list form contains specifics to capture each person's unique style and taste. (Note, these specifications were added at donors' requests and are not to be reflected in any way as a family being "picky.")

- Please include gift receipts for all clothing. Many of our families are not sure of exact sizes because they so often use hand-me-downs or used clothing as their only source of "new" clothes." Gift receipts only allow for gifts to be exchanged in store for a similar item (different color or size) or as in-store credit. Families cannot profit in any way from this courtesy.

What if I can't drop off my items on my assigned date/time?

We do our best to accommodate the needs of each donor. When we confirm all information with you, including your scheduled time; we then notify the adopted family, so they know what day/time to pick-up their gifts at PCC. Once your delivery date has been confirmed we cannot change it. We ask that you do everything you can to make other arrangements to have the gifts delivered to PCC on your scheduled day. Many of our clients make great sacrifices to get to PCC to pick up their gifts. Asking them to move to another day or time is simply not an option they have.



Portage Community Center

Making Life Better

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Is my gift tax deductible and how can I claim it?

Definitely! PCC has a Donation Receipt Form available at the time of drop-off. At drop off, ask for a form, fill it in and have a PCC staff or volunteer sign it 😊

**Should you have any other questions or concerns,
please do not hesitate to email
pccholiday@portagecommunitycenter.net
or contact PCC at (269)323-1942.**