



AUSTIN POLICE OPERATION BLUE SANTA

Adopt-a-Family Guide

Adoptions will close on December 15th, we ask that you deliver to your family no later than December 22nd.



Step 1: Review Online Application

- ◆ Adopt a Family will be open on mid-November.
- ◆ You will have to register on our website. You will need a valid email address.
- ◆ Search for families by Zip Code, Number of Children or number in Family.
- ◆ You will also be able to see the reason they have applied and need assistance.

Step 2: Adopt a Family

- ◆ Once you have selected a family click the Adopt button.
- ◆ Once you have adopted the family, click on Families I'm Sponsoring to view all the information. Click on the magnifying glass on the left to see any information not on the screen.

Step 3: Contact Your Family

- ◆ Contact the family by phone (We recommend dialing *67 from a land line just to protect your personal number)
- ◆ You can just share your first name, and identify yourself as their Adopt-a-Family Sponsor.
- ◆ Ask what their Holiday Needs Might Be (If they ask for more than you can provide, know that we only ask that you provide what is within your means.)
- ◆ Establish a date and time to deliver the gifts to your family. You are responsible for making the delivery to your family/families. Blue Santa will not have the manpower to assist with any deliveries.
- ◆ If you find that your experience with the family is not a positive one, or if you are unable to contact your family you can UnAdopt that particular family, by clicking the Unadopt button. You are welcome to go back to Families that need Adoption and select a different family.

Step 4: Donate & Deliver

- ◆ **At a minimum we ask that you provide:**
 - A means for a holiday meal for the family
 - Gifts for children 14 years old and younger (If you choose to provide gifts for children older than 14, that is up to your discretion.)

♦ Meal Guidelines:

- We have found that gift cards to HEB, Randall's, Wal-Mart, or Super Target work best. A gift card offers a sense of dignity, allowing them to purchase their own food. Also, the Austin community has become very rich in cultures, lifestyles and special diets, so having the option to purchase their own food is usually easiest. The dollar amount of the gift card will depend on the size of the family you select. We suggest at least \$20 for a single member family, and to add at least \$5 per person for each additional family member.

♦ Gift Guidelines:

- Gifts for the children can be toys, games, books, and clothing. You may also provide a gift for the entire family or the head of the household. (Some sponsors choose to provide a tree, decorations, stockings filled with goodies, gifts and gift cards – but again, your giving is a personal decision based on your budget and your ability to donate.)

♦ Delivery Guidelines:

- It is important to call your family a few days before delivery to re-confirm. re-check the address and get directions or ask for apartment numbers and gate codes. If the address has changed, please contact the Operation Blue Santa Adopt a Family Line (512-974-2583) or by email at bluesanta@austintexas.gov immediately and report the change.
- Once you have made your delivery please log back in and under Families I'm Sponsoring click the delivered button.

Thank You for Adopting a Family we appreciate your help!

Blue Santa cannot provide a tax-exempt form for your donation.

