

Big Wishes GIFT DRIVE



Adopt a Family Fulfillment Instructions

When can I deliver Adopt a Family donations?

December 2 – December 13 2019*

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

**December 9-21 open until 7pm on weekdays only*

Although the Toy Room is officially open until December 21st for general donations, we need **Adopt a Family** gifts by December 13th to ensure that we are able to distribute these gifts in time for the holidays.

Where can I deliver donations?

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.

Big Wishes Toy Room

The Thrift Shop of Boston

33 Corinth Street (entrance behind Bank of America)

Roslindale, MA 02131

Drop-off sites

thehome.org/dropsites

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.

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 for a family member, or more than \$50 in household items listed for a family?

You can 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.

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. The "Wish Code" labels can be printed directly from your wish cart page. Find the button that says, "PRINT WISH CODES."

****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.

Where do I find the wish code?

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. The “Wish Code” labels can be printed directly from your wish cart page. Find the button that says, “PRINT WISH CODES.”

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, to ensure that it gets to the correct child.

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, please fill out the attached Donation Tax Receipt form and keep a copy for tax purposes. Bring a copy with your donation for our records as well. Please be sure to include the dollar value of your donation on the form. We suggest that you also keep the original purchase receipts as documentation in case of an audit.

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.

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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!

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.

<input type="checkbox"/>	Gift cards: _____	\$ _____
<input type="checkbox"/>	Tickets or Passes: _____	\$ _____
<input type="checkbox"/>	Gift Items: _____	\$ _____
<input type="checkbox"/>	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 617-927-0645 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.