



Dear Friend,

Ritter Center is preparing for our 30th annual Family-to-Family Holiday Program! We are asking generous and caring people, like you, to assist in providing a wonderful holiday for hundreds of families and individuals in Marin.

You can be a part of the Family-to-Family Holiday Program in numerous ways:

- Adopt a family (you pick the size), or a senior, a veteran, a disabled adult or homeless person in need.
- Donate individual gift items: children's toys, teenage gifts, household gifts for parents, grocery gift cards for holiday meals or survival gear for the homeless like sleeping bags, rain gear, winter clothing and other kinds of gift cards.
- Volunteer to help with intake and distribution of gifts or assist with our Holiday Dinner.

A list of options is included in this packet to give you some ideas for participating. Please review the options and return the **DONOR RESPONSE FORM to us in the enclosed envelope by November 15, 2017**. You may also fax it to (415) 689-9050 or scan and email this form to us at holidays@rittercenter.org.

When you adopt a family, you are committing to provide at least two gifts for each child and a household gift for the parent(s). The first gift is not to exceed \$75 and the second gift is not to exceed \$25. A household gift for the parents should not exceed \$50. When you adopt an individual adult, you are committing to provide at least two gifts for that adult, not to exceed a total of \$100. Small stocking stuffer extras add a nice touch and are always appreciated.

In mid-November, we will send you a profile based on your response form that provides information about your adopted individuals, including first names, gender, age, sizes, and each person's wish list for their top two gifts.

If you have the desire to be more generous, we ask you to adopt an additional family or donate individual items. We are obligated to provide equitably for each family per the established spending guidelines. Your donation goes fully and directly to people in need. Every effort will be made to match your request on the DONOR RESPONSE FORM accurately, and Ritter Center reserves the right to apply your donation to where it is most needed if all other needs have been filled.

Gifts are to be new and unwrapped, as families have expressed an interest in wrapping the gifts they receive. However, feel free to include wrapping paper and ribbon with your selections!

You will need to drop your gifts off on Saturday, December 9th, 2017 from 10am – 2pm at Ritter Center's holiday site at 1241 Andersen Drive, Suite C, San Rafael, CA 94901

Please, help us by passing this information on to your friends and posting this flyer at your place of work, congregation, or service organization. If you have any questions, need further information or more flyers, please call at (415) 457-8182 x107 or email us at holidays@rittercenter.org.

We look forward to you joining us in making someone's holiday very special and memorable!

Warmest regards,

Family-to-Family Committee



Family to Family Holiday Program 2017 - Donor Response Form

Please return this form to Ritter Center by November 15, 2017 (Scan/Email preferred)

16 Ritter street, San Rafael, CA 94901

Phone 415.457.8182 x107

Fax 415.689.9050

holidays@rittercenter.org

**** Please Print Legibly ****

YOUR NAME: _____

EMAIL: _____

ORG NAME (if applicable) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

HOW DO YOU WISH TO RECEIVE YOUR DONOR FAMILY INFORMATION?

EMAIL POSTAL MAIL FAX _____

Complete one or more options below, telling us in which you wish to participate. Choose as many as you would like.

Please, be sure to indicate your preferences clearly for Options 1-6

Option 1: ADOPT A FAMILY

Please indicate the number of families that you want to adopt next to the type of family.

_____	Small Family	1 – 2 Adults & 1 – 2 Children	2 – 4 People total
_____	Medium Family	1 – 2 Adults & 3 – 4 Children	4 – 6 People total
_____	Large Family	1 – 2 Adults & 5+ Children	6 – 8 People total
_____	Senior, Disabled, Veteran or Homeless Adult		1 Person total

Option 2: DONATE SURVIVAL GEAR (see "Suggestions" list)

Option 3: DONATE INDIVIDUAL GIFT ITEMS (see "Suggestions" list)

Option 4: DONATE MONEY AND/OR GIFT CARDS FOR PRESENTS

Please make checks payable to *Ritter Center* and indicate *Family to Family* on the Memo line

Option 5: DONATE GROCERY GIFT CARDS FOR A HOLIDAY MEAL

Every week, 200 families receive supplemental food from our pantry. This year, we want make sure they get to have a complete holiday meal. To contribute, you could purchase grocery gift cards in \$25 increments to help our families buy that turkey or ham.

Option 6: VOLUNTEER Please indicate the categories that interest you

Our volunteer coordinator will contact you to discuss scheduling and to provide more details

_____	Gift Collection*	Saturday, Dec 9 th	10am – 2pm
_____	Gift Distribution*	Saturday, Dec 16 th	10am – 1:30pm
_____	Holiday Dinner**	Thursday, Dec 21 st	10am – 9pm
_____	Bake Holiday Cookies for Holiday Dinner on Thursday, Dec 21 st		

* Children must be at least 10 years old or over & be accompanied by an adult

** Volunteers assisting between 5pm – 9pm must be high school age or older



Holiday Programs 2017 Gift Barrels and Gift Tags

Gift Barrels and Gift Tags are important ways that Ritter Center rounds out and completes its Family to Family Holiday Program. Businesses, churches, organizations, schools and neighborhoods can sign up for Tags or Barrels instead of, or in addition to, adopting individual families.

Gift Barrels are decorated and placed at locations where people can donate **NEW** toys, clothing, survival gear, and other gifts for the Family to Family Holiday Program. Empty Barrels can be picked up at Ritter Center or delivered by our volunteers beginning **November 10th**. Barrels will have lists of acceptable donations attached to them. As barrels fill up, they may be returned by you or a Ritter Center volunteer will pick them up. All barrels need to be returned by **December 15th**.

Gift Tags contain the gender and age of the person who will receive the gift. If your group is able to make tags as part of an activity, it would be greatly appreciated. Otherwise, please let us know how many tags you will need. Also, please let us know if there is a particular recipient group you are interested in providing for (children, teens, homeless). **There is a special need for survival gear and gift cards for our homeless clients and gifts appropriate for teenage girls and boys.**

Please refer to the enclosed "Suggestions" list for ideas.

Name of organization _____

Contact person _____

Address _____

Phone _____

Email _____

of Barrels (we suggest 1 to start with): _____ #of Gift Tags: _____

What group will your donations be for? Homeless Teenagers Children

Barrel Distribution Date:

- I'll pick up November 10th 10a.m.-3p.m.
 Please deliver November 10th A.M. P.M

Barrel Return Pickup Date: *Please place gifts in large plastic bags to ensure gifts are cared for during transit.*

- Please pick up the gifts December 15th A.M. P.M.
 I'll bring the gifts to drop-off location December 15th A.M. P.M.
(Or call to make special request to drop off earlier)

Please return this form to Ritter Center by November 3rd, 2017

If you can scan and email the form, it would be greatly appreciated!

16 Ritter street, San Rafael, CA 94901
Phone 415.457.8182 x 107 Fax 415.689.9050 holidays@rittercenter.org



GIFT SUGGESTIONS

Family to Family Holiday Program 2017

PLEASE NOTE: ALL GIFTS ARE TO BE NEW AND UNWRAPPED

Survival Gear for Homeless Individuals

- ✓ Warm socks, camping equipment such as sleeping bags & mats, tarps, durable back packs/duffle bags (preferably waterproof), flashlight/batteries, rain gear (ponchos, rain boots), small tents
- ✓ Gift Cards: Big 5, Sears, Ross, Target, Safeway, Starbucks, gas stations, restaurants/fast food

Teen Gifts (we are always in short supply for this age group!)

- ✓ Hoodies & sweatshirts, journals, books, scarves/gloves, throw blankets, art supplies, toiletries, hair care products and accessories, lotions, body wash, cosmetics, jewelry, pajamas
- ✓ Gift cards: Movie tickets, iTunes, Ross, TJ Maxx, Marshalls, Target, Old Navy, Bath & Body Works, Northgate Mall, Game Stop, KOHLS, Big 5, Best Buy, Macys, Jamba Juice, Starbucks, Subway, Chipotle, Panera

Family and Senior Citizen Gifts

- ✓ Families: Functional household items: pots/pans, cooking utensils, small kitchen appliances, kitchen towels, bath towels, sheets/comforter sets, blankets, slippers
- ✓ Senior Citizens: Throw blankets, large print books and crossword puzzle books, eyeglass holders, slippers, magazine subscriptions, nice toiletries and soaps

Gift cards are always appreciated and very helpful for ALL of our clients: Safeway, Trader Joe's, United Market, Target, Bed Bath & Beyond, Walmart, KOHLS, Walgreens, CVS, Home Goods, restaurants

Re-gifting of new and unused items in their original packaging is welcome!