



## Gift-A-Family Frequently Asked Questions

Thank you for helping us brighten the holidays for a family in need with your food or gift donations!  
**Begin by registering on the website and choose a family to gift.**

### HOLIDAY GIFT DRIVE FOR FAMILIES

#### How do I drop off my donation?

1. Please deliver ALL your holiday gift donations during any of the following dates/times to [80 JOSEPH E. LOWERY BLVD NW, ATLANTA, GA 30314](#)
  - **Tuesday, December 5:** 9 a.m. – 6 p.m.
  - **Wednesday, December 6:** 10 a.m. – 7 p.m.
  - **Thursday, December 7:** 10 a.m. – 7 p.m.
  - **Friday, December 8:** 10 a.m. – 7 p.m.
2. The **last** day to drop off gifts is **Friday, December 8 at 7 p.m.** It is very important that you get your items to our office by this date so that we can ensure on time and safe deliveries to all families for the holidays.

#### How should I pack and label my gift donations?

1. **Leave kids gifts unwrapped.** We would like to provide the parents with this opportunity.
2. **All gifts should be labeled** with the Families First ID and labeled for each recipient either on the items or on a bag with just that family member's gifts.
3. **Please place the recipient's gifts, all clearly labeled, into a large box or black trash bag and clearly label the bag with the Families First ID and family name.**
4. **Bring your completed/signed copy of the below In-Kind Donation Form (attached below).**
5. If you are planning on providing a gift card in addition to general wish list requests or in response to specific gift card requests, we suggest that you provide cards in increments of \$25. For example, for \$75, please provide 3 gift cards. **Place gift cards in envelopes and label** with amount and ID of the family member they are for. Thank you!

**Each donation container or bag must be labeled with the FAMILY ID NUMBER (i.e. SAHSH 12345) FAMILY NAME, and printed In-Kind Donation Form (attached below).**

# DROP OFF TIPS

## **Where should I drop off my donation?**

We are located at [80 JOSEPH E. LOWERY BLVD NW, ATLANTA, GA 30314](#). You will enter the parking lot **behind** our building off- of Lena St. There will be signs directing you to the drop-off area on the back of the building to the right.

## **Can I take my donation to the family I am gifting?**

Our program staff will personally deliver the donations to the families. In person drop-off to our families is not allowed.

## **In-Kind Donor Form**

Attached is the In-Kind Donor Form that you should **complete and bring with you** to the drop-off. Please make sure it contains both your personal identification and your adopted family identification from the website.

**A timely receipt of this completed form is required to receive a receipt and acknowledgement of your donation.**

## **Are you following the CDC guidelines?**

You will not be required to wear a mask to drop off your donations and please keep a distance of at least 6 feet from staff and volunteers. You will have the option to wait in your car until staff give you instructions for the drop off. Our staff will have the option of wearing masks and will be working hard to keep the donation area clean and safe for deliveries.

**We appreciate your generosity and thoughtfulness!**

**If you have any other questions about your delivery, please email [giftfamily@familiesfirst.org](mailto:giftfamily@familiesfirst.org) or call 404-853-2850**



Gift-A-Family  
Item/In-Kind Donation Form

FAMILY ID \_\_\_\_\_

Please note that all required fields marked with a \* must be completed for Families First to properly acknowledge your donation and provide a receipt for your tax purposes.

\* Date: \_\_\_\_\_  Individual Donor  Corporate Donor

\* Name: \_\_\_\_\_

Company/Organization Affiliation (if applicable) \_\_\_\_\_

\* Address: \_\_\_\_\_

\* City, State: \_\_\_\_\_ \* ZIP \_\_\_\_\_

\* Email \_\_\_\_\_

\* Phone \_\_\_\_\_

\* Donation Amount/Value: \$ \_\_\_\_\_

\* **ITEMS DONATED**

Please itemize. If multiple of one item provided, you may combine (10, Women's Clothing, \$150 for example)

Quantity	Item	Market Value

Thanks for your generous gift!

\_\_\_\_\_  
Received by (Families First Staff)

\_\_\_\_\_  
\* Donor Signature

All contributions are tax deductible as allowable by law. The IRS requires that donors make their own valuations.

Please include form with your donation or email it to [giftfamily@familiesfirst.org](mailto:giftfamily@familiesfirst.org).

For Office Use

Received by Database Manager

Entered into Database

Acknowledgement Sent to Donor

Please note each person who needs a tax receipt must complete a donation form.