



Adopt-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 adopt.

THANKSGIVING FOOD DRIVE FOR FAMILIES

How do I drop off my donation?

Please deliver your donated Thanksgiving food items during the following times to the location listed below:

Wednesday, November 10, 10 a.m. – 7 p.m.

Thursday, November 11, 1 p.m. – 7 p.m.

Friday, November 12, 10 a.m. - 3 p.m.

Saturday, November 13, 10 a.m. - 1 p.m.

Can we purchase food? Or Gift Cards?

We can only accept NON-PERISHABLE food items. In addition to the wish list of food items provided by families, we request that you include **\$50 in grocery gift cards in place of a turkey, ham or other meat**. If you are planning on providing additional gift cards, we suggest that you provide cards in increments of \$25. For example, for \$75, please provide 3 gift cards.

How should I pack and label my food donations?

We ask that you bring your donations in a reusable grocery bag, laundry basket, or plastic storage bin with lid as these items are useful for the families. Please avoid bringing items in several plastic grocery bags.

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

HOLIDAY GIFT DRIVE FOR FAMILIES

How do I drop off my donation?

Please deliver your holiday gift donations during the following times at the location listed below:

Saturday, December 4, 10 a.m. - 2 p.m.

Monday, December 6, 10 a.m. – 7 p.m.

Tuesday, December 7, 10 a.m. – 7 p.m.

Wednesday, December 8, 10 a.m. – 7 p.m.

The **last** day to drop off gifts is **Wednesday, 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 they are delivered to the families in time for the holidays.

How should I pack and label my gift donations?

- Gifts should **not** be wrapped.
- 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
- Place the recipient's gifts, all clearly labeled, into a large box or black trash bag and also clearly label the bag with the Families First ID, your Group ID
- Include a copy of the completed In-Kind Donation Form (attached below).
- **If you are able to include 1-2 rolls of wrapping paper and tape that is appreciated by our families!**
- 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!

DROP OFF TIPS FOR BOTH DRIVES

Where should I drop off my donation?

We are located at **80 JOSEPH E. LOWERY BLVD., 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 adopted?

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.

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 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 also be 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 adoptafamily@familiesfirst.org or call 404-853-2850.



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

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: _____

* 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 adoptfamily@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.