

# Sponsor Procedure

Here's what to do...

- 1** Fill out the Sponsor Application form online. Or, if you prefer, download the PDF file and send it by e-mail or fax to the Abbotsford Christmas Bureau.  
Fax: 604-859-2717      E-mail: [christmasbureau@abbotsfordcommunityservices.com](mailto:christmasbureau@abbotsfordcommunityservices.com)
- 2** Expect a confirmation call, e-mail, or fax stating that we have received your application. Contact us if you have not received a confirmation within one week.
- 3** We will be contacting you again to match you with a family/senior. We will provide you with their contact information, along with the names, ages and genders of each family member.  
  
**CALL YOUR FAMILY/SENIOR ASAP** to let them know that you are their sponsor. Using the **Christmas Bureau Shopping List**, ask clarifying questions and record the answers in the space provided. **DO NOT WAIT UNTIL YOU ARE SHOPPING!** The sooner you call your family/senior, the more at ease they will be knowing that they will be receiving help this Christmas and the more prepared you will be.  
  
Please let us know if you are having any trouble contacting your matched family/senior.
- 4.** *Please refer to the appropriate **Christmas Bureau Shopping List** to ensure you include everything required. This is **very important** in order to maintain consistency in what each family/senior receives. Let us know if this becomes a challenge for you and we can work out a solution. Providing extra is up to each sponsor.*
- 5** Deliver the food hamper and gifts on the pre-arranged date and enjoy meeting your family/senior!
- 6**