



Date: November 1, 2017,
To: IUPUI Schools, Departments and Organizations
From: Richard Bray, Office of Community Engagement
Re: 20TH Annual Holiday Assistance Program

The Office of Community Engagement is providing the opportunity for Individuals and /or Groups to spread the joy of the holidays to those most in need by sponsoring a family or individual(s). Our goal is to support 60 (sixty) families this year. **Participation in the Season of Giving is a great way to give back to our community by supporting our neighbors who need extra assistance this time of year.** Please share the information below with the appropriate person in your department or at an upcoming meeting.

To contribute to the Holiday Assistance Program determine how many individuals you want to sponsor based on your ability to give. We ask that you spend a **minimum of \$50** per person. We work with our service agency partners, **Christamore House** and **Hawthorne Community Center** to identify individual(s)/families and provide necessary information for gifting. This information includes number of persons in the household, ages of children, clothing size, shoe sizes, and wish lists. Our service agency partners, **Christamore House** and **Hawthorne Community Center** will distribute your gifts to individual(s)/ families.

Once registered, we work quickly with our service agency partners to match you to the individual(s)/family you will sponsor. You and/or your group then buys gifts based on the individual's needs. We will collect them on **Thursday December 14, 2017 from 9 a.m. – 12 p.m. in Taylor Courtyard.**

In the past, the IUPUI community has been wonderful with its generous donations. Many have included Holiday Assistance gift-wrapping parties as part of their office holiday celebrations.

If you and/or your group would like to participate in Holiday Assistance service project, please fill out the form below and e-mail it to Richard Bray at richbray@iupui.edu. If you have questions call 317-278-3024.



I/We commit to sponsor a family/individual(s) through the 2017 Holiday Assistance Program. I/We will sponsor _____ people (insert a number) at \$50 per person.

Individual / Group Name		Campus Address	
Contact Person		Contact Person's Office Phone Number	
Contact Person's E-Mail		Contact Person's Cell Phone Number	
<i>REQUIRED FOR STUDENT ORGANIZATIONS:</i>			
Faculty Advisor Sponsor	Phone Number	Faculty Advisor Sponsor Signature	

Please note that by signing this form ***you are committing yourself and/ or your group*** to individuals who will have a happier holiday because of you!