



2016 ADOPT-A-FAMILY PROGRAM

***** To “Adopt” A First Step Family for the Holidays *****

1. COMPLETE THE 2016 HOLIDAY DONOR FORM (on back of form)

- Fill in your contact information (section 1)
- Specify the size of each family you are able to adopt (section 2)
- Return completed form to First Step by **Friday, December 9, 2016**, in one of the following ways:
 - **Email:** dcapanyola@firststep-mi.org
 - **Fax:** 734.416.5555
 - **Drop Off/Mail:** AAF 2016, Karen Wilson Smithbauer Center, 4400 S. Venoy Road, Wayne, MI 48184

2. PURCHASE GIFT CARDS



- Gift card values should be the same amount for each person within the family and should not exceed **\$50 total value per person**
- Added contributions of wrapping paper, tape, or gift bags would also be appreciated

3. Bring in Gift Cards by Deadline

- **Deadline for Gift Card Delivery: Friday, December 9, 2016**
- Gift Cards can be dropped off: **9am to 4pm, Monday thru Friday** at the **Karen Wilson Smithbauer Center, 4400 S. Venoy Road, Wayne, MI 48184**

5. Important

- Please deliver your gift cards by the deadline, so clients will have time to shop.
- Please clearly indicate the **value of each Gift Card** on the card itself. *(A permanent marker is fine)*
- Please keep a list of your gift cards and bring this list with you when you drop them off.
- Questions? Please contact Diana at 734.656.0728 or dcapanyola@firststep-mi.org

THANK YOU FOR HELPING FIRST STEP MAKE A DIFFERENCE!



2016 ADOPT-A-FAMILY DONOR FORM

To “adopt” one of First Step’s families, please complete the information below and forward to First Step, **no later than December 9, 2016**, by:

Email: dcapanyola@firststep-mi.org * **Fax:** 734.416.5555

Drop Off/Mail: AAF 2016, Karen Wilson Smithbauer Family Center, 4400 S. Venoy Road, Wayne, 48184

SECTION I: CONTACT INFORMATION *(Please Print Clearly)*

Name: _____ Date: ____/____/2016
 Organization/Group Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone#: (____) _____ Alternative Phone#: (____) _____
 Email: _____ Fax#: (____) _____

SECTION II: FAMILY SIZE

Please enter a QUANTITY next to each size of family that you are able to sponsor

1 - Single Person	_____	5 - 1 Guardian + 4 Dependents	_____
2 - 1 Guardian + 1 Dependent	_____	6 - 1 Guardian + 5 Dependents	_____
3 - 1 Guardian + 2 Dependents	_____	7 - 1 Guardian + 6 Dependents	_____
4 - 1 Guardian + 3 Dependents	_____	8 - 1 Guardian + 7 Dependents	_____

Check here if any combination is acceptable and enter total# of family members here: _____

Comments: _____

- Please clearly indicate the **value of each Gift Card** on the card itself - a *permanent marker is fine*
- Added contributions of wrapping paper, tape or gift bags would also be appreciated

Please drop off your Gift Cards to:

Karen Wilson Smithbauer Center, 4400 S. Venoy Road, Wayne, MI 48184

Monday thru Friday, 9am to 4pm

Deadline: Friday, December 9, 2016

First Step is a 501(c)3 nonprofit organization. Your donation is tax deductible to the extent allowable by law. Your contribution may qualify for a federal tax deduction. A receipt will be provided based on the information provided above.