

Families First

Adopt-A-Family Holiday Food and Gift Drives Frequently Asked Questions

Thank you for helping us brighten the holidays for a family or a child 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 11, 10 a.m. – 6 p.m.

Thursday, November 12, 1 p.m. – 6 p.m.

Friday, November 13, 10 a.m. - 3 p.m.

Saturday, November 14, 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 a **\$25 grocery gift card in place of a turkey**. 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 5, 10 a.m. - 2 p.m.

Monday, December 7, 10 a.m. – 6 p.m.

Tuesday, December 8, 10 a.m. – 6 p.m.

Wednesday, December 9, 10 a.m. – 6 p.m.

The **last** day to drop off gifts is **Wednesday, December 9 at 6 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 be wrapped, if possible, and labeled for each recipient either on the items or on a bag with just that recipient's gifts. Place the recipient's bag and/or labeled items in **large black trash bags clearly labeled with the Families First ID, your Group ID and a copy of the In-Kind Donation Form (attached below).**

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. 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 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.

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. Please 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 so appreciate your generosity and thoughtfulness!

If you have any other questions about your delivery, please email adoptafamily@familiesfirst.org or call 404-853-2810.



Adopt-A-Family In-Kind Donation Form

Date: _____

Donation Type: **In Kind**

Individual Organization

Name _____

Company Affiliation (if applicable) _____

Address _____

City, State _____ Zip _____

Email _____

Phone _____

Donation Amount \$ _____

Purpose of Donation (i.e. Adopt-A-Family):

In Kind Donations

Quantity	Item	Market Value

Thanks for your generous gift!

Received by (Families First Staff)

Donor Signature

All contributions are tax deductible. The IRS requires that donors make their own valuations.
Please include form with your donation or email it to adoptafamily@familiesfirst.org.

For office Use

- Development Manager
Database Input
Acknowledgement Letter

- Special Events Coordinator

Received: _____

Date: _____

Date: _____

Received: _____