




The Salvation Army Community & Family Services 2020 Christmas Campaign for Hampers & Toys Information Guidelines



Giving Hope Today

Welcome to our annual Christmas Campaign for Hampers & Toys

Due to the Covid-19 pandemic restrictions, the Salvation Army has implemented a number of changes to our annual campaigns.

This year, applicants will receive a giftcard (or giftcards) to purchase their own food and/or toys instead of the usual food hamper and toys. Income source has been added to the application and will take the place of income qualifications guide.

A single person or couple will receive a \$50.00 giftcard, a family up to six persons will receive a \$75.00 gift card and families with 7+ persons will receive a \$100.00 gift card. Children ages up to 12 years will each receive a \$40.00 gift card.

Applicants will not be registered after the deadline date as gift cards will need to be pre-ordered prior to distribution dates.

Your Agency Package, sent as attached documents, should include:

Agency Referral Registration Form: Each person completing applications on behalf of your Agency is required to complete this form. Please have the completed form(s) returned to the Salvation Army by Friday October 30, 2020 to receive a **login** and **password**.

Applicant Authorization Form: In order to facilitate the sharing of personal information between agencies or persons being sponsored, all persons applying for a hamper and/or toys are required to complete this form. Please indicate you have received verbal consent for those applications not completed in person

Applicant Registration Form:

Once all the information is entered on the applicant registration form, please ensure each applicant is provided with their **Family/File ID number and appointment time** as this information will be required when picking up their giftcard(s).

A soft copy of the application form is available to print for those who do not have immediate access to the internet when registering applicants. Additional steps will be required by your agency as the information must be entered online once

APPLICATION INSTRUCTIONS

- The Agency representative should complete the application with the applicant to ensure all mandatory fields are completed. Please ensure Income Source and appointment times are completed. Incomplete applications may result in household members not receiving their giftcard(s).
- The applicant is required to provide identification for all persons residing in the household at application (if in person) and also at pick-up time.
- Applicants with children 12 years of age and younger are eligible for toy giftcard(s) for each child.
- Applicants must be provided with their Family/File-ID number or a print-out of the confirmation. **The Family/File-ID number will be required at pick-up time.**

REGISTRATION NUMBER

Tel: 613 507-4151

CHRISTMAS CAMPAIGN FOR HAMPERS & TOYS

MAIN OFFICE

Tel: 613 548-4411

Fax: 613 548-8562

Coordinator: Elizabeth Kim (ext 138)

Lkim@kingstonsa.ca

Agency Rep: Catherine Pollitt (ext 128)

cfsrep1@kingstonsa.ca

Michelle Owusu-Ansah (129)

Website: www.sacfs.ca

Did you know?

In 2019, The Salvation Army in partnership with Agencies such as yours assisted:

- ◆ Over 3,000 households with a Christmas Hamper
- ◆ 2,203 children received toys
- ◆ Over 820 Households were sponsored by families, businesses, churches or community groups
- ◆ Approx. 225 volunteers assisted with the Christmas Campaigns

Agency Application Deadline

November 27, 2020



APPLICATION SYSTEM

Website: www.sacfs.ca > Click on Hampers Login > Enter User Name and Password (Agent Login)

Click on Agent Access and choose New Applicant

Residence Tab:

Enter Applicant's Postal Code and other required residence fields will appear. Once all fields have been completed, choose the total number of persons in the household. The 'Next' button will turn green; review Address for accuracy and click 'Next'. **These are mandatory fields, if you are unable to move to the next screen, review and make necessary changes.**

Applicant Tab:

Complete all fields. Please type last name and full first name as shown on applicant's identification.

Household Tab:

Household numbers are populated automatically according to the total number in household (greater than one person) previously entered on Residence Tab. Only one co-applicant will be recognized.

Hamper/Toys Tab:

If the applicant is only applying for Toys, choose No Hamper and vice versa.

Pick-Up & Delivery:

Most applicants should make arrangements to pick up their own gift card(s). If they have mobility issues or extenuating circumstances, you may choose the Delivery option. Delivery is only available to Kingston residents.

Sponsorship:

This program works in partnership with the Christmas Hamper Program. It provides individuals, community groups, organizations and businesses with an opportunity of participating by supplying the food hamper directly to the applicant. This year, we will be asking Sponsors to provide a gift card instead of actual food items. Those households who reside outside the City of Kingston may choose Sponsorship if they require delivery. As in the past, a limited number of households may be sponsored and it is not guaranteed. Applicants who prefer not to be sponsored may indicate this by selecting 'No Sponsor' on the application.

Comments:

Enter any information we need to know such as housing entry is at the back, person in a wheelchair, language barrier...

GIFT CARD PICK-UP & DELIVERY

Location:

The Salvation Army Community and Family Services at 342 Patrick Street, Kingston ON K7K 6R6

Pick-Up:

Giftcard(s) will be picked up **by appointment only** from December 7-11 (Applicants with children ages 12 and under) and December 14-18 (Applicants without children or with children ages 13+). Monday to Friday 10am – 6pm.

Appointments are scheduled in 10 or 15 minute increments. Once a time slot is filled, it will no longer be available and you will be required to choose another day/time.

Please provide the Applicant with the Family-ID number (located on the Summary Page), as it will be required at Pick-Up.

Delivery:

December 9 & 10 are set for families with children ages 12 and under, between 9:00am-12:00pm. The remaining deliveries will be on Dec 16 & 17, between 9:00am—12:00pm. **Applicants must be home to receive and sign for their cards.**

