

# Gifts Guidelines

Thank you for participating in Adopt A Child! Please use the following guidelines to help you as you give the gift of Christmas to children in need this holiday season.

1. **The base amount for spending on each child this year is \$75**, but you may spend more. If this amount is not feasible for you, we accept donations to help cover the cost of gifts for families that are not adopted out to community members.
2. When shopping, please refer to the Wishlist for each child you are assigned. If you have questions about sizing or details on a wishlist, you can call the Chamber and we will reach out to families if needed: Call us at (620) 625-3235 or email us at [director@woodsoncountychamber.org](mailto:director@woodsoncountychamber.org)
3. We suggest that each child's needs are addressed first and foremost, though we also encourage the purchase of some "want" items on each list.
4. Please remove tags that would allow items to be returned to places of purchase.
5. **Please check off each item you purchase on each shopping list and return shopping lists with gifts when you bring them to the Chamber office.**
  - a. *If you choose to wrap your own gifts*, please include an additional list of specific items purchased for each child to help us with recordkeeping.
6. Please place gifts for each child in separate boxes or trash bags that are labeled with each child's identifier if possible - **this is absolutely necessary if you have opted to wrap your own gifts**. For example, if you are assigned children C-1 and C-2, you would place C-1's gifts in a bag or box labeled "C-1," and place C-2's gifts in a separate bag or box labeled "C-2."
7. We will place blank labels on gifts so that parents can write children's names on gifts once they are brought home. **Please DO NOT label each gift with the child's identifier**, but you may put on blank labels that match your wrapping paper or gift bags if you would like.
8. You may bring gifts to the Chamber office at any time after you are finished shopping. If you cannot drop them off during regular business hours (Mon 10 AM - 12PM & 1 PM - 5 PM; Tues - Thurs 9 AM - 12 PM & 1 PM - 4 PM), please contact us and we will work to arrange pickup / dropoff outside of regular business hours or at another location. **We are sometimes out of the office, so calling ahead to be sure we're here is strongly encouraged.**
9. **If you have any questions, please don't hesitate to reach out.** You are providing a wonderful Christmastime to children in need in our county and we thank you from the bottom of our hearts for your kindness and generosity!

Contact us: Woodson County Chamber of Commerce • 110 N Main St, Yates Center, KS • (620) 625-3235 • [director@woodsoncountychamber.org](mailto:director@woodsoncountychamber.org)

**Gifts are DUE to the Chamber office on Monday, December 9th.**