

PLEASE POST

November 14, 2017

To: All Hot Springs Leaders
From: Praise and Celebration Team
Re: Annual Christmas Gift Program

Christmas 2017 is fast approaching and the Praise and Celebration Team needs your help to bring holiday cheer to families in need! Every year we have families that request assistance from this program, and we expect this year to be no exception!

If you or your department wishes to sponsor a fellow co-worker family in need, please fill out the attached Sponsor Form and return it to Human Resources no later than **Monday, November 27, 2017**. Co-workers/Departments will receive confidential family information by **Friday, December 1, 2017** and the families will be contacted by our Committee Members.

All Christmas gifts will need to remain on the units or in the departments until delivery or pickup is made. This year's pick up date for families will be on **Friday, December 15, 2017** in the Roland Room, located in the Women's Center. Your gifts will need to be delivered to the Roland Room between 8:30AM – 1:00PM on that day.

*A few notes.....*Some grocery items are heavy (like 15 lb. sacks of potatoes, 5lb. bags of sugar and flour, etc.); when all these items are packed in the same bag or box it makes them too heavy for one person to carry (whether it's our co-worker or the person receiving the items). Please remember to keep the bags portable and not too big or heavy. We don't want anyone getting hurt lifting them! If you would like to wrap your gifts, that is certainly okay, however, it is preferred that you do NOT wrap the gifts so the parents can see what you have provided so they can supplement (if they can) or make exchanges for sizing, etc.

For more information please contact Susan Rima 622-1033.

Looking forward to another great holiday season! Thanks for your help and God Bless You!



2017 Christmas Family Program Sponsor Form

If your department would like to sponsor a Christmas family this year, please complete the following:

Department: _____

OPTION 1:

If you would like for the Co-Worker Recognition Team to issue a family to you, please complete the following:

We request a family with _____ number of children and _____ number of adults.

OPTION 2:

If you have selected a family of your own to sponsor, please include their details below: *(We use this information for reporting purposes)*

We are sponsoring a family with _____ number of children and _____ number of adults.

Department Representative: _____ Best Contact Number: _____

Reminder: CHI St Vincent Hot Springs family gifts will need to be delivered to the Roland Room on Friday, December 15, 2017 between 8:30AM – 1:00PM.

DO NOT WRITE BELOW THIS LINE:

Information below will be completed by a Co-worker Recognition committee member:

Family Name: _____

Number of children: _____ Number of adults: _____