

October 12, 2020



Dear Donor,

Thank you for your generosity in providing thoughtful gifts to a vulnerable individual or family in Chicago. The ReVive Center for Housing and Healing is committed to preventing homelessness and restoring hope. Your gift helps restore hope in a tangible way this giving season.

Here is how to do it.

- **Spend \$30 -\$40 per person on gifts.** Items on the gift request list are just suggestions for you - there is no expectation that you will buy everything on the list. Each family member should receive at least one gift. For fairness, spend the same amount of money on each family member.
- **Purchase a Jewel gift card** worth \$15 per person in the household.
- **Wrap and label all gifts.** Leave on the store tags (so they know the item is new) but cut off the price. Place the food gift card in an envelope or a wrapped box for the adult in the family and place in one of your boxes. Label the food gift card with its value.
- Pack all gifts and other items in **SMALL** (small enough for one person to manage and small enough to fit in a sedan) cardboard boxes - **NO GIFT BAGS, NO WICKER OR LAUNDRY BASKETS, AND NO PLASTIC BINS OR TUBS PLEASE.** Tape each box securely as it will be handled several times before the household receives it
- Make copies as needed of the label sample (4 for each box you have) to tape onto the 4 sides of each box (**not the top or bottom**). Complete each label with the family code number as well as the sequence of boxes. For example, mark them: Family #17 Box 1 of 6 Family #17 Box 2 of 6 ETC.
- Fill out and return your In-Kind Donation form to the ReVive Center.

Please do not include:

- The household information sheets inside or outside the boxes.
- Any used clothing/toys/etc. for the household.
- Cash or a check.
- Cards, etc on the outside of the cardboard boxes.

As a final note, due to COVID-19 ReVive significantly modified the system for recipient's to register for the Christmas Basket program. Because of this change, you may see missing biographical and demographic information from your individual recipient documents. We apologize and are working to ensure that complete information is included next year.

Thank you for your generosity and merry Christmas!

A handwritten signature in black ink that reads "Lydia Gajdel". The script is cursive and fluid.

Lydia Gajdel

Christmas Basket Program Coordinator

INC:

In-Kind Donation form

Labels to be placed on the outside of box



Christmas Basket Program Record of In-Kind Contribution

Thank you for your Christmas Basket donation to the ReVive Center for Housing and Healing. Please list below the total value of purchases you've included in your Christmas Basket including any gift cards. **Please do not include store receipts; you may retain receipts with your tax records.** Mail or bring this completed form to the ReVive Center and an acknowledgement will be sent to you for your tax records. Because you have received nothing in consideration of this gift, the entire amount is tax-deductible. You will need to keep the acknowledgement in your tax file to support your declared contribution.

| | | | |
|---------|-------|-----|--|
| Name | | | Phone |
| Address | | | Email |
| City | State | Zip | Parish, Company, or Organization (if applicable) |

Family Code Number(s) of Christmas Basket(s) Donated# _____

Total Value of Items Purchased for Christmas Baskets \$ _____

The value shown here is your statement of the fair market value of merchandise purchased for (a) Christmas Basket(s) and has not been determined by the ReVive Center for Housing and Healing.

Cash Donation to Support ReVive's Work (\$25 suggested minimum) \$ _____

ReVive helps vulnerable families throughout the year, restoring hope and preventing homelessness. Your gift allows us to do that critical work twelve months a year.

Total Contribution \$ _____

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Please use a separate sheet for each donor.

Family Code # _____

Box _____ of _____

Family Code # _____

Box _____ of _____