



# Holiday Sponsorship 101

This is our “Family Holiday Wish Program: Sponsorship 101” guide for sponsors. We hope that you will find this informative, and that it will answer any questions you may have regarding sponsorship. A detailed Family Description and Wish List will be emailed to you after you complete your Sign Up by picking a Family and entering your contact information. Directions for being a great sponsor are listed below. Thank you!

1. Please make certain that you are able to deliver gifts on designated dates and time, prior to submitting the application.
2. We understand emergencies do arise that are beyond your control. If, after completing a sponsorship application and receiving family information, an emergency arises that prohibits you from participation in the program, please let us know immediately, so that other arrangements can be made quickly.
3. Please remember that your family’s information list is only a “wish” list, which provides suggestions to assist you with shopping. \*There is no set limit as to an amount to spend on your ‘adopted’ family/teen; it is all completely at your discretion.
4. We ask that all gifts be new, wrapped and labeled with recipient’s name. Please include a gift receipt for any gift cards you generously include in case the store makes a mistake in activating them. Please bring your “Family Registration” (emailed to you with family wish list items) form with your gifts to help us keep items labeled appropriately.
5. Please consider providing non-perishable food items or food gift cards for your adopted family for their holiday meal.
6. The following times are designated to drop off gifts for your family:
  - **Friday thru Monday on two weekends -- December 2 thru December 5, and December 9 thru December 12, from 9:00 AM to 6:00 PM each day.**
7. The drop off location for you to deliver gifts for your family/teen is:
  - **Bethany House — 4769 Reading Rd., Cincinnati, 45237**
8. Sponsorships will be accepted until December 1, 2022. We have last minute sponsorship cancellations. If you find that your sponsorship group is willing to adopt another family, please send a notice to [info@bhsinc.org](mailto:info@bhsinc.org).
9. You will be sent detailed information about your Family and their Holiday Wish lists. We will send this information to you via email upon sign-up starting November 1. Please watch your inbox and spam folder for this important information.
10. **We have included some sample gift tags to be used with your gift drop off. You do not have to use these tags, but the information on them need to be included on every gift that you drop off. This will help ensure that all gifts get to the correct family — we have over 300 families we serve at this time!**
11. **One volunteer suggestion from your feedback last year is to bring the gifts in a large contractor type bag with the family Name/Number on a tag tied to the bag or printed large on tape on the outside of the bag. This will make your drop off easier.**

The image shows four identical red-bordered boxes arranged in a 2x2 grid. Each box is designed for an address label and contains the following text:

**To:** Family #:  
Child/Parent Name:  
Parent Public ID:

**From:**

Each box also features a decorative red flourish at the bottom center.

12. If you have any questions regarding sponsorship of the Bethany House Adopt A Family program, please contact us at:

- Email: [info@bhsinc.org](mailto:info@bhsinc.org)
- Office: (513) 921-1131