

## 2025 Adopt – A – Family Packing and Delivery Instructions

1. **Gifts should be NEW items, NOT used.**  
(Unless a large item is specifically requested, and the used item is in good condition.)
2. **If you purchase a bike, please assemble and include a helmet.**  
(The bike does not need to be wrapped, but must be clearly labeled with the Family code, number, and last name. A piece of tape or a label on the seat or handle bars usually does best. Please wrap the helmet and place in box. Helmets attached to bikes can get lost!)
3. **Please put gift cards in an envelope or small box/gift bag to avoid its loss.**
4. **Please wrap all purchased items (except bikes) and clearly label them with the first name of the family member.**
5. **Please put all wrapped gifts in moving boxes and tape it shut.**
  - **Clearly mark packed boxes with Family Number (include Family Code Abbreviation and number found in top right hand box of wish list) as well as Family's name. We have included a template that you can print, fill out, and attach to each box and bike!**
  - **CH, NL, MH will be labeled with first name and first letter of last name. CTK, MIS, and SJ will be labeled with the First and Last Name.**
  - **Each box should be numbered as follows: Box 1 of 2, 2 of 2, + bikes, if applicable (example: 1 of 2 boxes + 2 bikes)**
  - **If there are bikes included in your gift, please label the bikes with Code abbreviation + number and include the number of boxes that are included in their total gift.**
  - **Example:**

<b>MIS 101</b> <b>Ana F. : Box 1 of 2 + 1</b> <b>bike.</b>
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<b>MIS 101</b> <b>Ana F. : Box 2 of 2 + 1</b> <b>bike.</b>
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**Please plan to bring the gifts to the lower Second Ponce parking lot on THURSDAY, DEC. 4th between 12:30-2:30 pm or 4-7 pm. Enter from E. Wesley or Peachtree entrance and exit on W. Bolling Road NE.**

**It is VERY IMPORTANT to have all boxes/bikes labeled with the Code ABBREVIATION, (see below), FAMILY NUMBER, Family's LAST NAME, and NUMBER of BOXES/BIKES!! Please use attached template!**

### Code Abbreviations:

At the top of your wish list, you will see a parish and a number. Please use these abbreviations for your label on packages.

CTK- Cathedral Hispanic Ministries

NL = North Lake

MH=Central Mobile Home

MIS= Divine Mercy Mission

SJ= St. Joseph

Thank you and God Bless!!  
The Rices