



November 2015

Dear Adopter;

Thank you for your generosity in adopting through the Christmas Bureau. Included with this letter is information on your adopted household(s) and a helpful hints sheet on the reverse side of this letter to guide you through the process.

Please call your household within three (3) days of receiving this information to confirm they have been adopted. They are anxiously hoping to be adopted and will be relieved to hear from you!

THANK YOU!

When contacting your household, verify ALL their information and clarify any questions you may have as well as what questions they may ask. Understanding they may ask for more than you can/will provide; remember this is about giving them a hand up for a day during the holidays. The following cost table should be used when determining gift amounts and if you find you are able to spend more than the guidelines below, it is suggested you contact the Christmas Bureau and consider adopting additional households versus overspending on a single household/person.

2015 Christmas Bureau Family Cost Table

Family Size	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
Recommended Food Amount	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60
Recommended Gift amount	\$30	\$60	\$90	\$120	\$150	\$180	\$210	\$240
Recommended Family Total	\$55	\$90	\$125	\$160	\$195	\$230	\$265	\$300

The formula for food amount is based on \$25.00 for the first person and \$5.00 for each person thereafter. The formula for gifts is UP TO \$30.00 per person in the household. Please try to stay within the prescribed recommendations. If you find yourself with more financial resources, please adopt more households to ease the burden on agencies at Christmas Time.

Thank you again for your generosity and in providing a special Christmas to those in need in our community. If you have questions, difficulty reaching your household or other circumstances, call (785) 581-0234 or email cb@unitedwaytopeka.org.

Merry Christmas,

Kind Regards,
Kimberly Wolff
United Way of Greater Topeka

United Way of Greater Topeka, Attention Christmas Bureau
1315 SW Arrowhead Road, Topeka KS 66604
Phone: (785) 581-0234 | Fax: (785) 273.2467
Email: CB@unitedwaytopeka.org | Website: www.unitedwaytopeka.org
Call 2-1-1 Toll Free, Anytime Anywhere



HELPFUL HINTS FOR WORKING WITH ADOPTED FAMILIES

Whether this is your first adoption or a continued tradition, we thought it might be helpful to offer some helpful hints for working with Christmas Bureau households.

The households that come to us asking for help are part of a more fluid population than you might be used to working with. Their circumstances may change between the time they registered and the time you receive their information. Here is a list of the most frequent situations we've experienced over the past few years in working with private adopters and their households and how to overcome them.

1. I've tried their phone number and it says it is not available at this time; it is disconnected or not in service. If this happens to you, please know that many of our households utilize prepaid or rechargeable cell phones. Call back in a few hours or days to see if service is restored. If it is not, write and send them a note explaining you have adopted them and are trying to reach them. Either set a time that you will call back and they should be available (and then call at that time) or provide a number where they can call you if you feel comfortable giving that information out.
2. When I called the household to verify their gift requests, they kept asking for more; the gifts were very expensive; they asked us to pay their rent and utilities. Please understand that households may be working from a "if you don't ask you won't get" philosophy. And, in some cases private adopters have in fact given whatever the request is - thus reinforcing the requests. Please do your best to adhere to the published guidelines and explain that you'd like to keep to the items listed on their household profile and refer them to 2-1-1, a free referral line for other needs. If the household continues to push, you are welcome to return the household and we can assign another. This needs to be a pleasant experience as possible for you; we will do our best to make it so.
3. I'm uncomfortable going to their home; it's in a questionable neighborhood. Many of these households may live in marginal neighborhoods. First and foremost, we recommend always that you have someone go with you to deliver your gifts. If possible set a time to make the delivery during the day light hours. We also recommend if possible, drive by their home before you need to deliver. Doing this step will assist you in knowing exactly where you are going and not searching for an address in the dark. If none of these options help please call us and we will work something out with you.
4. Keeping in mind that not everyone in the household may be related. Households tend to have non relatives in the household due to financial restraints.