



# 2018 Holiday "Staff Helping Hands" Program

## ***YES! I (WE) WOULD LIKE TO HELP A UCI STAFF FAMILY THIS HOLIDAY SEASON***

Please submit this form **no later than November 2, 2018** via email, fax, or campus mail to:

Andrea Wiley  
Dev & Cell Biology - Zot: 2300  
Fax: 949-824-4344  
Email: [wileya@uci.edu](mailto:wileya@uci.edu)

YOUR NAME: \_\_\_\_\_

I AM APPLYING AS:

☐ INDIVIDUAL /SMALL GROUP SPONSOR

☐ ON BEHALF OF MY DEPARTMENT

DEPARTMENT NAME: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE HELPING TO SPONSOR THE FAMILY: \_\_\_\_\_

THE AVERAGE SIZE FAMILY IS APPROX.. 4 PERSONS. BASED ON THIS NUMBER, HOW MANY FAMILIES WILL YOU/YOUR GROUP BE ABLE TO SPONSOR \_\_\_\_\_

DAYTIME PHONE CONTACT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

YOUR LOCATION:

☐ Main Irvine Campus ☐ Hospital in Orange ☐ Both ☐ Other UCI location \_\_\_\_\_

CAMPUS or MEDICAL CENTER MAILING ADDRESS: \_\_\_\_\_

[FAMILY CODE ASSIGNED: \_\_\_\_\_ (to be assigned)]

If you do not receive confirmation for receipt of your sponsorship form by the next business day, please call the number below.

We will notify you once the family/sponsor matches are complete, and no later than 11/9. In your confirmation email you will be asked to contact a specific Helping Hands volunteer to schedule a drop off date. Please do so promptly. This year's drop off dates will be Dec. 10<sup>th</sup> and 11<sup>th</sup>.

Once you are assigned a family, gifts are to be **labeled with family and member codes**. They should either be wrapped and labeled with the family member code -or- you should include enough wrapping paper, tape, ribbons and bows for the parents to wrap the children's gifts.

We thank you for your generosity and compassion! If you have any questions, please call Staff Assembly's Helping Hands Committee Members, Andrea Wiley at (949)824-4706 or Stephanie-Jean Hinojosa (949)824-4586.