



2023 APPLICATION INSTRUCTIONS FOR REGISTERING AGENCIES

- ✓ **COMPLETE ALL SECTIONS.** *INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL DELAY THE PROCESS OF ASSISTANCE.*

Common fields left blank (*Please do a special check to ensure these sections are complete*):

- Case Manager Name and Contact
 - Required Comments Box – **This is the most critical.** We use this section to tell the family’s story to a potential donor.
 - **SAFE mailing address** for family to receive mail/gift vouchers. This may not be their home address, and that’s okay.
- ✓ **Make sure to tell the family’s story! Families with details/information as to their situation receive assistance!** If you leave a comment box blank, put “N/A”, or state “needs assistance,” your application **will be rejected.**
 - ✓ **Indicate any special needs:**
 - Note which children on the application have special needs.
 - Include circumstances a donor should know when purchasing toys/items. i.e. - wheelchair mobility, developmental/physical delays, etc.
 - ✓ **Keep in mind transportation issues.**
 - If the family cannot shop or pick up items because of transportation difficulties, indicate this in the *REQUIRED COMMENTS* box. Alternate accommodation may be needed, which could include the case manager coordinating the receipt of donated items to the family.
 - ✓ **The Case Manager/Agency will receive an email copy of each completed application.**
 - **If you do not receive a copy of the online application, please get in touch with the CCH team immediately!**
 - ✓ **DO NOT HESITATE TO CONTACT US IF YOU HAVE ANY QUESTIONS:**
 - 334-264-3335
 - christmas@handsonriverregion.org

Thank you for your partnership!