



2022 APPLICATION INSTRUCTIONS FOR REGISTERING AGENCIES

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

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 most critical.** It is the section we use 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 at a local Walmart or pick up items because of transportation difficulties, indicate this in the *REQUIRED COMMENTS* box. Alternate accommodations, which may include the requirement for the case manager to coordinate receipt of donated items to the family will be needed.
 - ✓ **The Case Manager/Agency will receive an email copy of the application,**
 - ✓ **DO NOT HESITATE TO CONTACT US IF YOU HAVE ANY QUESTIONS:**
 - 334-264-3335
 - christmas@handsonriverregion.org

Thank you for your partnership!