



## 2024 Hamper Sponsorship Guidelines

Sponsoring a hamper is one of many ways an individual, family or business can support Christmas Bureau families. Private Hamper Sponsors purchase hamper items, assemble the hamper and deliver it to a family, senior or individual in need.

### **CODE OF CONDUCT AND CONFIDENTIALITY**

1. All client information is to be held in the strictest of confidence and only to be used for the purpose of delivering the hamper.
2. Breaching client confidentiality is a very serious offence and using client information for purposes other than the delivering the hamper is against the law.
3. Contact for any other reason and outside of the delivery time period is strictly prohibited and will result in the hamper sponsor being banned from future deliveries.
4. Serious offences will be reported to the Edmonton Police Service.
5. It is strongly recommended, to protect client privacy, that hamper sponsors not deliver to people they know or within their neighbourhood.
6. Any person delivering the hamper to the client is required to sign the Oath of Confidentiality.
7. When delivering the food hamper, no more than two people are permitted to meet the client at their door so as not to overwhelm the client or make them feel uncomfortable. Please be sensitive to the client's situation.
8. In order to respect the client's dignity, confidentiality and to minimize any risk of false allegations made against you or the Christmas Bureau, visiting in the home of the client is NOT permitted.

### **HAMPER DELIVERY GUIDELINES**

1. Private sponsors and families will be matched starting November 12, 2024.
2. Private Hamper Sponsors are to make contact with the client before December 16, 2024 to arrange a delivery date and time.
3. When contacting the client, please identify yourself as a Christmas Bureau Private Hamper Sponsor and that you wish to make arrangements to deliver their Christmas hamper. This contact may take several attempts.
4. If you are unable to contact your client, please let the Hamper Sponsor Coordinator know ASAP so they can assist you.
5. Delivery should take place between December 16 and December 22.
6. We ask that you please pass the hamper at the doorway or that you enter no more than one metre into their private entrance if the client is unable to physically carry the hamper into their home.
7. Some clients may invite the hamper sponsor in for a coffee, but it is necessary to inform the client that, out of respect and concern for their privacy, this is against Christmas Bureau policy.



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### **PURCHASING GUIDELINES**

1. Food hampers delivered to all Christmas Bureau clients must be consistent in content and value and must follow the suggested list of food items for family size.
2. Some substitution can take place based on client needs, but should be of equal value (e.g.: fish instead of turkey).
3. Private Hamper Sponsors do have the option of providing a WalMart gift card (\$50) to the teens of the family as per the guidelines of the Adopt-A-Teen program. Please ensure you share this intent with the Hamper Sponsorship Coordinator.
4. Toys and gifts for children under the age of 12 will be provided and delivered by 880 CHED Santas Anonymous.

### **2024 HAMPER ITEMS**

<b>Family Size</b>	<b>1 person</b>	<b>2 people</b>	<b>3 people</b>	<b>4 people</b>	<b>5 people</b>	<b>6 people</b>
One Ham	1.5 lb					
One Turkey		5-7 kg	5-7 kg	5-7 kg	7-9 kg	7-9 kg
Oranges, 3 lb	1	1	1	2	2	2
Carrots, 2 lb	1	1	1	1	2	2
Baby potatoes, 1.5 lb	1	1	1	2	2	2
Juice, 1 L	2	2	2	2	4	4
Christmas Chocolates, 400 g	1	1	1	1	1	2
Christmas Cookies, container	1	1	1	1	1	2
Canned Corn	2	2	2	3	3	3
Canned Cranberries	0	1	1	1	1	1
Canned Peaches	1	1	2	2	2	3
Pasta, 500 g	1	1	1	1	2	2
Canned Pasta Sauce	1	1	1	1	2	2
Margarine, 454 g	1	1	1	1	1	1
Box of Stuffing	0	1	1	1	2	2
Box of Tea	1	1	1	1	1	1
Gravy	1	1	1	2	2	3
Canned Soup	2	2	2	2	2	3

**For families larger than 6, please contact the Hamper Sponsorship Coordinator for more information.**