

**HENRICO CHRISTMAS MOTHER
SPONSOR APPLICATION AND AGREEMENT**

Sponsor Name: _____

Sponsor Type: Company Family Church Civic Group Other: _____

Name of Primary Contact: _____

Address: _____

Phone Number: _____

Email: _____

We/I would like to help a family(ies) of 1-3 3-5 5 or more people
Veteran _____ Senior _____

We/I would like to sponsor ___ family(ies).

Thank you for agreeing to sponsor a family through Henrico Christmas Mother!

We are certain that your Christmas will be enriched by your willingness to share with our less fortunate neighbors. Below you will find the agreement between Henrico Christmas Mother and you, the Sponsor, which we hope will help everyone have a successful and positive experience with the sponsorship program.

Henrico Christmas Mother and Sponsor agree as follows:

1. Sponsor will contact the assigned family immediately after receiving contact information to confirm that the family is being sponsored through Henrico Christmas Mother. Sponsor will discuss clothing needs, including sizes, as well as toy requests, and any special needs the family may have.
2. Sponsor will coordinate a time and place to deliver gifts to their assigned family no later than December 24, 2016. Sponsor agrees to meet the family in a public place and not in the family's home or the Sponsor's home. The Henrico Fire Department has made several of its locations available to Henrico Christmas Mother for this purpose. The Sponsorship Committee will provide Sponsor a list of those locations.
3. Sponsored families may call the Sponsorship Committee with any questions or concerns. In turn, the Sponsorship Committee may contact Sponsor to provide more information about the family's needs or to request that Sponsor contact the family directly.

4. For informational purposes the Sponsorship Committee will provide Sponsor with a list of items received by families who shop at the Henrico Christmas Mother's distribution center. ("HCM Guide") Sponsored families **do not** receive gifts through the distribution center. Sponsor agrees to shop based on the specific needs of the family that have been communicated to Sponsor. However, Sponsor is not obligated to honor a family's request that is beyond the Sponsor's means to provide or that the Sponsor reasonably deems inappropriate. Sponsor agrees to provide the following items to the Sponsor's assigned family:
- Toys (if applicable)
 - Clothing
 - Food items
 - A food gift card of an amount appropriate for the size of the family (see the HCM Guide)

Additionally, Sponsor is encouraged to provide a gift for the adult(s) in the family.

5. If Sponsor is, for any reason, unable to fulfill Sponsor's commitment to sponsor a family or, if you are unable to deliver items to the family, Sponsor agrees to notify the Sponsorship Committee promptly and no later than December 16, 2016 by calling (804) 501-5538 to leave a voicemail message or (804) 749-4664 to speak with Betsy Foster.
6. **Oath of Confidentiality.** Sponsor acknowledges that in the course of sponsorship, Sponsor will receive personal information about the Sponsor's assigned family from both Henrico Christmas Mother and the family. Henrico Christmas Mother is committed to protecting the privacy and dignity of families sponsored through Henrico Christmas Mother. **Sponsor agrees to hold all personal information about members of the assigned family, including, without limitation, names, contact information, financial information, health information, and any other personal information or information otherwise of a private nature, in confidence.** Sponsor agrees to take all reasonable precautions to safeguard this information and agrees never to disclose such information to third parties.
7. Henrico Christmas Mother may use the information Sponsor provides in this application to process the sponsor application and to contact Sponsor about sponsorship. Henrico Christmas Mother may also use this information to conduct sponsor surveys to enhance the Henrico Christmas Mother Sponsorship Program. Henrico Christmas Mother may use this information to contact Sponsor about future sponsorship opportunities. Henrico Christmas Mother will not otherwise disclose or use this information without Sponsor's prior consent.

Henrico Christmas Mother Sponsor _____
(signature)