



# 2023 Neighbors Holiday Gift Program

## Sponsor Guide



*Connecting generous community members to families in need.  
You help make joyous holiday memories.  
Thank you!*

### **Steps to Help a Family in Need this Holiday Season:**

#### **1. Complete a Sponsorship Request**

Go to [neighborsmn.org/donate/holiday-donations](https://neighborsmn.org/donate/holiday-donations) and enter your name and email address. You will be emailed a unique portal link. **Starting Oct. 26.**

#### **2. Receive your Recipient's Wish List**

Check your email for a message from Neighbors Holiday Gifts with your portal link. Follow the link in the email to finish submitting your request. When in doubt, check your Spam folder!

#### **3. Schedule a Gift Drop Off Time**

*Use the portal link in email to schedule (Sponsors are asked to return their gifts approximately three weeks after they receive their matching information)*

#### **4. Shop**

*Wish List items listed are ideas, not requirements. Budget approx. \$100 per recipient.*

#### **5. Box up Gifts.**

#### **6. Drop Off Gifts**

### **Box Up Gifts**

**Gift Receipts:** Not required, but are appreciated.

**Containers:** Please use boxes, totes or large bags to contain loose gifts. Attach a box tag to each container.

**Gift Wrap:** Optional. You may choose to include some gift wrap and tape if you opt not to wrap gifts.

**Gifts for Parents:** Because the program is focused on children and older adults, we do not provide gift ideas for parents. However, if you'd like to include a small gift for the parents, it is often appreciated.

**Multiple Families:** If you have adopted multiple families, please take care to make sure that the appropriate items are in each box and the corresponding Box Tags match.





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### Undesignated Gifts:

We are unable to accept individual (undesignated) toys and gifts for this program. This program is a sponsor-matched program with the expectation sponsors will shop for a specific child or senior.

If you would like to help but are unable to sponsor a family or senior, please consider making a financial donation at [neighborsmn.org/donate](https://neighborsmn.org/donate).

### Extra Support for Group Donors:

Thank you for organizing your church, business, friends, family or bowling league to help! We recognize the extra work it takes to organize a larger donation and will help you be successful. Please reach out if you need extra support, such as a special drop-off time, promotional materials to share, etc.



### Neighbors, Inc. Holiday Gift Program Contact Information:

holiday@neighborsmn.org

651-306-2158

### Drop-Off Location:

Bring gifts to the lower level entrance at Neighbors (**222 Grand Ave W, South St. Paul 55075**).  
A volunteer will assist you with checking in your gifts.



neighborsinc.

<https://www.neighborsmn.org/>

*Providing opportunities for our neighbors to thrive by connecting volunteers to people in need.*