

YWCA Program Centre
535 Hornby Street
Vancouver, BC V6C 2E8

tel 604 895 5800
fax 604 684 9171
ywcavan.org



YWCA Presents of Peace holiday hamper program

Once you have registered to sponsor a family online, save your login and password .

Login after November 20th to see if a match has been posted. If not, please be patient and check back in a few days.

Who is eligible to receive a YWCA Presents of Peace hamper?

Families must be current YWCA Metro Vancouver program participants, low-income (proof of income required), they must have custody of their child(ren) and cannot apply for a gift hamper with any other organization.

What should be included in a hamper?

Once you have been matched with a family you will receive an email from us. Please login to your account where you will find your family's wish list and contact information.

THE GIFT HAMPER SHOULD INCLUDE

- 1) **Grocery gift card:** For your family to create a special holiday meal. We ask that you provide a minimum \$100 grocery gift card for a family of two with an additional \$25 for each child in the family.
- 2) **Gifts:** We suggest \$100 per person. Please refer to your family's wish list for ideas or contact them directly if you have questions.

Important Notes:

- a) Gifts should always be new.
- b) When shopping for your family ask stores for gift receipts so families can exchange items such as clothing and shoes if they are not the right size.
- c) Gifts should be wrapped whenever possible or you may provide wrapping paper and/or gift bags so that the parent can wrap the children's gifts.
- d) No alcohol please.

- e) YWCA Metro Vancouver is committed to advancement of women, girls and children. A key advocacy priority is raising awareness on the inappropriate sexualization of young girls or hyper-masculinity of boys which is prevalent in mainstream media, music, games and even toys for young girls. We kindly ask you to consider this when doing your Christmas shopping and ensure the toys you buy are age appropriate and positively represent women and girls.
- f) If you have gently used items that you wish to donate (used clothing, computers, etc.) please make sure to contact the family directly before adding these items to their hamper.

HAMPER DELIVERY

Please contact your family by **December 13th** to arrange delivery. Based on your family's request you may be delivering to their home or you may meet them at their local neighborhood house, amenity room in their building, etc. Please deliver your hamper to the family's requested location no later than **December 18th**.

Your sponsored family may be comfortable inviting you into their home, taking photos and others may not. Please be sensitive to the family and their situation. Ask to take photos and do not post anything on social media.

WHAT IF WE RAISE MORE THAN THE SUGGESTED AMOUNT?

In order to keep the program fair for all YWCA program participants, please try and stay within the suggested giving amounts. You may donate excess funds to [Simplify the Season](#) that helps families all year long or send by mail to:

YWCA Metro Vancouver
Presents of Peace
535 Hornby Street
Vancouver, BC V6C 2E8

TAX RECEIPTS

Please read before you start your shopping;

- Tax receipts (minimum donation \$10) are available for all new items and gift cards that you purchase for your Presents of Peace gift hamper. Excluding taxes in accordance with CRA regulations.
- Original receipts must be dated and clearly describe **each item** that was purchased. Debit/credit card slips without an original, itemized receipt attached are not acceptable.

- Photocopies of receipts **cannot** be accepted, and receipts cannot be returned.
- All original receipts **must** be dated on or before, December 31st, 2017.
- Receipts should consist of gift **hamper purchases only**. Receipts may only contain items that were purchased for the gift hamper.
- Please include the following information with your receipts:
 - Your full name
 - Phone number
 - Home address
 - Amount of contribution to appear on the receipt. **If you have multiple receipts, please total them and please exclude taxes.**
 - The name of the **family** that you **sponsored** and the YWCA program they are from.

* Deadline to submit receipts: **January 20, 2018**.

Note: According to the Canada Revenue Agency an employer's address must not appear on an individual's tax receipt. Receipts may be mailed to **or** dropped off at:

YWCA Metro Vancouver
4th Floor Reception, 535 Hornby Street
Vancouver, BC V6C 2E8
Attention: Nicole Lee

Notes for groups:

- If you are submitting receipts on behalf of your employer and/or co-workers or friends, please list the **full name, home address and phone number** of each person who is to receive a tax receipt, and the **exact amount of their contribution** (using a spreadsheet makes this very easy). Tax receipts will be provided for each individual's contribution (\$10 minimum donation)
- The total amount claimed cannot exceed the total amount of purchases for the hamper.

If you have any questions or concerns about the information above, please contact;

Vanessa Wellington-Clark	604-895-5826	vwellington@ywcavan.org
Tracy Hu	604-895-5783	thu@ywcavan.org
Alex Dubelko	604-895-5795	adubelko@ywcavan.org

YWCA PRIVACY POLICY

YWCA Metro Vancouver respects the privacy of our customers (including members, clients, guests and parents, donors and volunteers). We also recognize our obligation to protect all personal information. The YWCA's policy is based on the Canadian Standards Association's Model Code for the Protection of Personal Information and complies with the Provincial privacy laws.

We do not disclose our clients and donors personal information to any third party organization without prior approval. The information we collect is to ensure that donors and clients receive the information they need for a happy and healthy holiday season. Out of respect for the difficult circumstances so many families face, we ask that you please keep their names, addresses, and telephone numbers confidential.

For more information, please visit our website at: [YWCA privacy policy](#)