



HOLIDAY iSPONSOR

We ask all **Holiday iSponsors**, whether you are a returning sponsor or joining us for the first time, to sign up **ONLINE** so we can serve you better!

Helpful Tips

- Decide in advance how much you want to spend.
- Consider involving your family, friends, or coworkers in shopping—it's a rewarding experience!
- Clear, early communication reduces stress for you, the family, and GSN.

1 YOUR ROLE

Purchase and **deliver** holiday items for your assigned family(ies). This is the only holiday help they will receive.

2 MINIMUM SPONSORSHIP

Per Child:

- 3 clothing items (shirt, pants, socks, underwear, etc.)
- 3 age-appropriate toys

For the Family:

- Food basket or grocery gift card for holiday meal
- Adult gifts are optional

Gift ideas available at: www.gsnlive.org -> Holiday iSponsorship -> Age Specific Listings & Toy & Gift Listings

3 APPLICATION PROCESS

In addition to listing your contact information, you can **allow GSN to assign families without providing any preferences**, or you can **specify particular preferences**:

- Listing specific **age groups** (newborn, toddler, elementary, etc.)
- Listing **types of families** (with or without children, elderly single, elderly couple, etc.)
- Specific Hamilton County **cities**

You will be given "Extended Preference Options," Choosing "Please Assign" or "Yes – I will accept ANY" can help us match you faster!

Options include:

- **Please Assign** – I'm happy to help with any family or assignment — **no preferences**.
- **Yes – I will accept ANY** – I have preferences, but **if they're not available**, I'll gladly take any holiday assignment.
- **No – I have specific preferences** and am **willing to wait** until they become available.

4 AFTER SIGN UP

Once you submit your Holiday iSponsorship application:

- **Confirmation** – You'll receive an email letting you know we got your request.
- **Application** – Your application will be forwarded to the Administrative Assistant, Operations Director, and the Executive Director for processing.
 - If there are questions, someone will contact you to follow up.
- **Your Request Details** – We'll process your preferred number of families and any criteria based on your submitted application.
- **Matching Process** – We'll assign families based on Hamilton County zip codes and any specified criteria.
- **Timing** – You may request a preferred assignment date, but availability depends on our receipt of completed applications.
- **Assignment Delivery** – Once we have enough families to match your request, we'll send your assignment(s) with full contact details (by email, mail, or fax).
- **Changes After Matching** – Once your requested criteria is met and assignments are made, we prefer not to switch out families. If there are difficult issues, contact the Administrative Assistant, 317-842-2603, x200 – ask for Joni Cowan.

5 FAMILY CONTACT

Within 2 days of receiving assignment:

- Contact the family and identify yourself as **PARTNERING** with **Good Samaritan Network** as a Holiday sponsor, and because of that, they do not need to come to the GSN distribution site at the 4H Fairgrounds.
- **Confirm information:** clothing sizes, holiday(s) you are sponsoring, delivery date, etc.
- Ask for **Christmas gift suggestions** (not provided on application this year)
- **Reassure** them they will receive assistance.

Contact Deadlines:

- Thanksgiving: by early November
- Christmas: by end of November or first days of December

6 DELIVERY DEADLINES

- Thanksgiving: by or before **November 22**
- Christmas: by or before **December 13**
- If it's not possible to deliver on/after these dates - communicate clearly with the family a time/date.
- **Confirm delivery again 1-2 days prior.**
- Families are not informed of who their sponsor is, which could lead to confusion. When delivering remember to identify yourself as a **partner with Good Samaritan Network**.

7 UNREACHABLE FAMILY

If repeated contact attempts fail:

- Contact the **GSN office** Administrative Assistant at **317-842-2603, x200** – ask for Joni
 - Do not delay—this ensures the family still receives their holiday help.
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