



BURNABY
COMMUNITY
SERVICES

Fill out the Sponsor Application form and Oath of Confidentiality. Send it by mail to 2055 Rosser Avenue, Burnaby, BC V5C 0H1, fax it to 604-299-3755, or email it to mj@bbyervices.ca

You will receive an email confirming we have your application.

We will be contacting you again in mid-November to match you with a family in the community. We will provide you with the family's name, address, phone number, the age and gender of each family member, and their family's wish list. All families will be matched by the end of the first week in December.

Call your family as soon as possible to let them know that you are their sponsor. Many of the family applicants continuously call us to see if they have been sponsored so the sooner you call your family, the more at ease they will be. Please contact us if you are having trouble contacting your sponsored family.

When you call your family, be sure to set up an appropriate delivery date on or before December 21st.

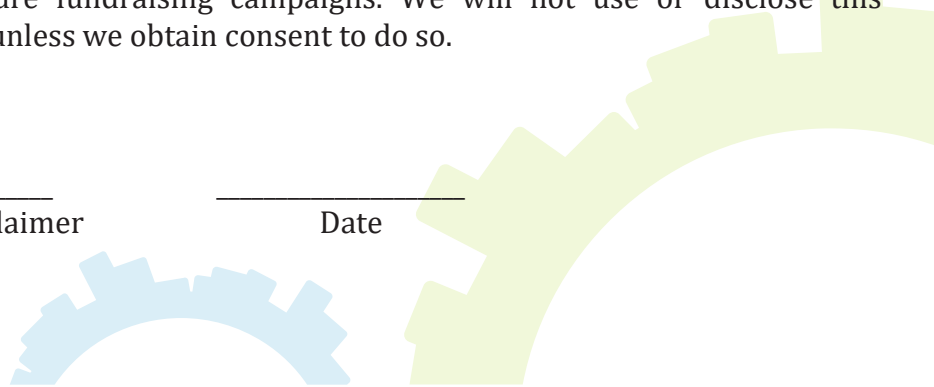
Deliver the gift card to the grocery store as well as the gifts to the family on your arranged delivery date and time, enjoy meeting your family.

Privacy Statement

In accordance with the Burnaby Christmas Bureau's Privacy Policy, the personal information you provide in this form will be used to process your sponsorship application. We may also use this information to conduct sponsor surveys in order to enhance the provision of our services. We may also use this information to contact you about future fundraising campaigns. We will not use or disclose this information for any additional purpose unless we obtain consent to do so.

I have read and agreed to the above disclaimer

Date



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Application

Sponsor Type

Private (family, friends) ____ Corporate (business, co-workers) ____

Group Information

What type of group (please circle) Company Family Friends Other _____

Group Name _____ No. of People in Group ____

Contact Information

Address _____ City _____
Postal Code _____ Contact Person _____
Phone (Work) _____ Home _____
Fax _____ Email _____

Family Request

Please indicate the number of families and the size(s) you would like to sponsor

Family Size	2	3	4	5	6	7 or more	Senior (single)	Senior (couple)
Max Cost	\$300	\$400	\$500	\$600	\$700	\$700+	\$100	\$200

Request

May we recognize your group as a sponsor publicly?

No, we want to sponsor anonymously Yes, you may recognize our group

Would you be interested in sharing your experiences through the media?

No, I am not interested Yes, contact me for more information

Would you like a Community Award as recognition for your group?

No thank you Yes please

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Frequently Asked Questions:

Q

How much does it cost to sponsor a family including the gifts and grocery gift card?

This depends on the size of the family, number of children, where you shop for your grocery gift card, etc. To give you a rough idea we estimate the following costs:

Single (Senior):	\$150 - \$200	Family of 2:	\$300
Family of 3:	\$400	Family of 4:	\$500
Family of 5:	\$600	Family of 6:	\$700
Family of 7+:	\$700+		

Q

If I am matched with a family but can't get in touch with them by phone, what should I do?

If you haven't been in touch with your family within 2 weeks of trying or by December 12th please contact the Christmas Bureau.

Q

Can I wrap gifts?

Yes if you wish.

Q

What kind of food should I include?

To avoid food allergies, and food waste we encourage you to find out what grocery store your family uses and get them a gift card unless they make special request. This will ensure the family can have all of the preferred grocery items for Christmas.

Q

The gift suggestions from my sponsor family are more than \$50/child, what should I do?

The gift request list is just a suggestion/wish list. The families/children often don't know what the gift amount limit is, so they may write expensive items. It is ok to combine the large and small gift amounts to try to purchase a more expensive item. Feel free to ask the parent about the child's interest if you need help purchasing a different gift.

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Oath of Confidentiality

Family member names are forwarded to you in confidence and trust, and we hope that you will respect their privacy. Please ensure that the family's personal information remains confidential and secure, and that no unauthorized individuals have access to it.

Please have anyone in your sponsorship group who will have access to the family's personal information sign this form. Personal information includes each family member's full name (first & last name), home address, and home phone number. Family members' first name only and Christmas wishes do not constitute personal information.

1. Oath of Confidentiality

WHEREAS, it has been explained to me that any information about clients secured by me, or available to me, in the pursuit of my duties with the Burnaby Christmas Bureau is of a confidential nature, and I, the undersigned, hereby undertake to respect that confidentiality and to take all reasonable precautions to safeguard during & after my involvement.

Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____

Family Contact Agreement: It is important to us that the sponsored family is contacted quickly. We appreciate our Sponsors taking the time to find out what the family is in need of and the children's wish list. It reduces the stress for our sponsored families if arrangements are made with them at that time for the later delivery of their gifts.

2. We agree to contact our sponsor family within 5 days of receiving the Family name and information.

Signature of Sponsor _____

3. We agree to deliver the gifts to our sponsor family no later than December 21st, 2018

Signature of Sponsor _____

Please send the completed Sponsorship Application AND the Oath of Confidentiality/Agreement to the Burnaby Christmas Bureau via Fax to 604-299-3755 or email to mj@bbyservices.ca

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