



TO: IUPUI ACADEMIC DEPARTMENTS AND ORGANIZATIONS
FROM: SARA GRIFFIN, IUPUI EXTERNAL AFFAIRS
RE: 17TH ANNUAL HOLIDAY ASSISTANCE PROGRAM

The Office of Community Relations is once again providing the opportunity for your group to spread the joy of the holidays to those most in need by sponsoring a family or individual(s). **Participation in the Season of Giving is a great way to give back to our community by supporting our neighbors who need extra assistance this time of year.** Please share the information below with the appropriate person in your department or at an upcoming meeting.

To contribute to the Holiday Assistance Program, your department or organization determines how many individuals you want to sponsor based on your ability to donate. We ask that you spend a **minimum of \$50** per person. We will then work with a service agency partner to match your department with a family/individual(s) and provide necessary information on the family (e.g. sizes, number and ages of children, wish lists). Our service agency partners are **Hawthorne Community Center**, and **Christamore House**. If you would like more information on any of our partners, do not hesitate to contact me.

Once you register, we work to match you as quickly as possible to the family/individual(s) you will sponsor. Your group then buys presents based on the individual's needs and we will collect them from 9 – 11 am on Thursday, December 18 in Taylor Courtyard. In the past, IUPUI organizations and departments have been wonderful with their generous donations, and many have included Holiday Assistance present wrapping and delivering parties in their office celebrations.

If your group would like to participate in this campus holiday service project, please fill out the form below and fax it to 278-0898, or e-mail it to samgrif@iupui.edu. Please note that by signing this form, you are committing your group to individuals who will have a happier holiday because of you!

- Yes, our group commits to sponsor a family/individual(s) through the 2014 Holiday Assistance Program. We would like to sponsor ____ people (insert a number) at \$50 per person**

Organization/Department	Campus Address
-------------------------	----------------

Contact Person	Contact Person's Phone Number
----------------	-------------------------------

Contact Person's E-Mail	Contact Person's Fax Number
-------------------------	-----------------------------

REQUIRED FOR STUDENT ORGANIZATIONS:

Faculty Advisor Sponsor	Phone Number	Faculty Advisor Sponsor Signature
-------------------------	--------------	-----------------------------------