

2022 Adopt-A-Family Holiday Program

Norwich Human Services

Thank you for your interest in applying for Norwich Human Services 2022 Adopt a Family Program where we try to match families with generous sponsors who will purchase gift items for children for the holiday. Please be sure to read all instructions as we have a new process for accepting applications.

If you are a Current Client...

Current clients of Norwich Human Services may apply for this program by doing the following:

- Print out the wish list online by going to <http://www.norwichct.org/212/Human-Services> or you may pick up the form from our office in Norwich City Hall, Room 212.
- Call 860-823-3778 or stop into the office to get your client ID number. ***This number must** be on your Wish List at the time of submission. If it is missing, your application will be rejected.
- Applications will **ONLY** be accepted on Friday October 21st between 9:00am and 4:00pm (we are closed for lunch 12-1pm). A caseworker will review your application and we will be notify you if there are any questions. Applications are accepted on a first come, first serve basis; when we meet our limit, we can no longer accept additional applications.
- If you are sponsored, we ask that you bring back a Thank You Note starting Tuesday December 27, 2022 with your family number written on it. We are very grateful for our sponsors and a Thank You Note goes a long way.
- **To allow families who have not participated an opportunity to receive gifts, if you have been a recipient of this program in both 2020 and 2021, you will be placed on a wait list.**

If you are not a Norwich Human Services Client...

New clients, those that have never received services from Norwich Human Services, may apply for this program by doing the following:

- An interest form will be available online on our website. If you don't have access to a computer you may visit our office in Norwich City Hall, Room 212 on Friday, October 21 between 9:00am and 4:00pm (we are closed for lunch 12-1pm) to apply.
- Our office will contact you with more information after we receive the form. We will determine if you are eligible for the program. If eligible, we will add you to the program and provide you with a wish list to be completed. When we meet our limit, we can no longer accept additional applications.
- If you are sponsored, we ask that you bring back a Thank You Note starting Tuesday December 27, 2022 with your family number written on it. We are very grateful for our sponsors and a Thank You Note goes a long way.
- New clients should **NOT** print off the wish list online.

All Clients

- Do **NOT** use children's last names on your wish list.
- Sponsors are doing this out of the kindness of their hearts and are not expected to purchase every item on the list. Remember, it is through the generosity of our sponsors that help to make this a magical holiday.
- **Print clearly.** If the sponsor cannot read your writing, they cannot purchase that item.
- Please know that sponsors are not allowed to purchase electronics (game systems, laptops, other expensive items). If you are requesting a movie or CD, please name a specific title.
- Your signature on the Wish List indicates that we may check with other agencies who sponsor families. If we find you are on another list, we will notify you by mail that you are no longer in the program. You **MAY** be on our list and apply for Tommy Toy Fund.
- Older children 16 to 18 will not be sponsored, but may receive gifts cards, if available. Infants under 2 may not be sponsored.