



LETTER TO REFERRING AGENCY

OUR MISSION: "Santa Claus Fund provides Teton County, Wyoming children in need with gifts during the holidays."

Santa Claus Fund begins its 42nd year of assisting the families of Teton County, Wyoming and we would like to thank our valley human services, organizations, and schools for their continued coordination that help make our mission a reality.

GENERAL CRITERIA FOR RECEIVING SANTA FUND ASSISTANCE:

- Children must be 18 years or younger and must live with their parent/guardian.
- Children/families must currently live in Teton County, Wyoming.
- Families must require assistance due to a hardship or specific situation. (Example: A family experiencing severe medical issues or other forms of emotional/physical strain).

NEW POLICIES THIS YEAR:

- 1) Each child is allowed to request up to three (3) total gifts. They may also choose to spend their entire budget on only one or two gifts.
- 2) Only one of their three gifts can be a toy or game. Educational games are the sole exception to this second policy.
- 3) A representative from your agency must attend a mandatory luncheon held by Santa Fund on Tuesday, September 17, 2024

IMPORTANT DATES:

Mandatory Agency Luncheon: Tuesday,
September 17 at 12:00pm

Location: St. Johns Episcopal, Church, 170 North
Glenwood Street, Jackson, WY 83001

Deadline to Submit Agency Referral and Wish Lists:
Friday, October 25 by 5:00pm

**Gift Pick-Up Day: Wednesday, December 11
from 1:00pm-6:30pm**

Location: Fairgrounds Community Building,
305 West Snow King Avenue, Jackson, WY 83001

Agency Responsibilities

- Ensure families understand this year's new policies when submitting wish lists.
- Fill out wish lists with parents/guardians and ensure families follow instructions carefully.
- Verify parents/guardians contact information prior to submitting wish lists.
- Deliver invitations (provided by Santa Fund) to referred families and remind families that they must bring this invitation in order to pick up gifts.
- Ensure family is appropriately vetted and/or the agency personally knows their situation.
- Ensure the family is aware of the important dates listed above.
- Maintain a list of referred families to avoid duplicate submissions.
- Submit referrals and wish lists in English.
- Ensure wish lists accompany the referral forms.

General Reminders

- The parents/guardians must provide current phone numbers.
- When filling out the forms, the parents/guardians must include their full legal names as they appear on personal identification cards. This will significantly speed up the pick-up process.
- Please submit your agency referral form and wish list at the same time.
- If your client is unable to retrieve gifts on Pick-Up Day, they must first notify a Santa Fund Board Member as soon as possible and then make arrangements for someone else to pick up their gifts. They must then provide the full legal name of the person picking up their gifts to Santa Fund and ensure that person brings proper identification.
- Families are typically accepted unless the family was previously flagged due to past fraud or behavior.
- If your referral is flagged, you will be promptly notified.

Family Privacy

- Volunteer shoppers will not know the names of the families.
- Santa Fund will continue to give families the option to omit a child's first name and to only provide age and gender to the shoppers.
- All information submitted to Santa Fund will be kept confidential and private.

Frequently Asked Questions:

- Q: I'm the point of contact at my agency and I can't attend this year's mandatory agency luncheon. What should I do?
- A: Notify a Santa Fund Board Member as soon as possible and ensure an alternative representative from your agency can attend.
- Q: My client cannot pick up their gifts on December II. Can a member of our agency pick up their gifts for the family?
- A: Yes, it is strongly recommended. Please also notify a Santa Fund Board Member and ensure someone can pick up the gifts before 6:30pm.

We strongly encourage all agencies to visit our website at www.santaclausfund.org. Please reach out with questions or concerns and as always, we appreciate your assistance in helping us meet our goal of ensuring a great Christmas for our community members.

Sincerely,

Amy Brooks

Kathleen Roe

Diana Eden

Jennifer M. Jura

Madison Jordan

Kelley Anderson

Ariel Mann

D. Eds

Sharon Stee

Eli

The Santa Claus Fund Board



Submitting Forms

Agencies have two options to submit all required forms:

1) Via email to scfund307@gmail.com

2) Submit online at:

<https://forms.gle/BdvCZoj2sMbkoQU96>
(Strongly recommended as Santa Fund will transition to online-only in the near future)

2024 Budget Per Child:

Ages 0-2: \$115.00

Ages 3-6: \$155.00

Ages 7-10: \$175.00

Ages 11-14: \$210.00

Ages 15-18: \$235.00