2017 Holiday “Staff Helping Hands” Program

YES!
I (WE) WOULD LIKE TO HELP
A UCI STAFF FAMILY THIS HOLIDAY SEASON

Please submit this form no later than November 6, 2017 via email, fax, or campus mail to:
Andrea Wiley
Dev & Cell Biology – Zot: 2300
Fax: 949-824-4344
Email: wileya@uci.edu

YOUR NAME: ________________________________________

I AM APPLYING AS:

_____ INDIVIDUAL /SMALL GROUP SPONSOR

_____ ON BEHALF OF MY DEPARTMENT

DEPARTMENT NAME: ________________________________________

APPROXIMATE NUMBER OF PEOPLE HELPING TO SPONSOR THE FAMILY: ______________________

THE AVERAGE SIZE FAMILY IS APPROX. 4 PERSONS. BASED ON THIS NUMBER, HOW MANY FAMILIES WILL YOU/YOUR GROUP BE ABLE TO SPONSOR _______

CAMPUS or MEDICAL CENTER MAILING ADDRESS: ________________________________________

DAYTIME PHONE CONTACT: ___________________ EMAIL ADDRESS: _______________________

[FAMILY CODE ASSIGNED: ___________________ (to be assigned)]

If you do not receive confirmation for receipt of your sponsorship form by the next business day, please call the number below.

We will notify you once the family/sponsor matches are complete, and no later than 11/17. In your confirmation email you will be asked to contact a specific Helping Hands volunteer to schedule a drop off date. Please do so promptly. This year’s drop off dates will be Dec. 11th and 12th.

Once you are assigned a family, gifts are to be labeled with family and member codes. They should either be wrapped and labeled with the family member code –or– you should include enough wrapping paper, tape, ribbons and bows for the parents to wrap the children’s gifts.

We thank you for your generosity and compassion! If you have any questions, please call Staff Assembly’s Helping Hands Committee Members, Andrea Wiley at (949)824-4706 or Stephanie-Jean Hinojosa (949)824-4586.