

Families First



Gift-a-Family Helpful Tips

Thank you for helping us brighten the holidays for a family in need with your donation!

Begin by registering on the [Roonga website](#) and choosing a family to sponsor.

How do I drop off my donation?

Please deliver ALL your holiday gift donations during any of the following dates/times to:

80 JOSEPH E. LOWERY BLVD NW, ATLANTA, GA 30314

- ★ **Tuesday, December 1:** 10 a.m. – 7 p.m.
- ★ **Wednesday, December 2:** 10 a.m. – 7 p.m.
- ★ **Thursday, December 3:** 10 a.m. – 7 p.m.
- ★ **Friday, December 4:** 10 a.m. – 6 p.m.
- ★ **Monday, December 7:** 10 a.m. – 6 p.m.
- ★ **Tuesday, December 8:** 10 a.m. – 6 p.m.

The final day to drop off gifts is Tuesday, December 8, by 6 p.m. All items must arrive at our office by this deadline so we can ensure every family receives their holiday gifts safely and on time.

How should I pack and label my gift donations?

1. **Leave gifts for children unwrapped** to provide parents the opportunity to wrap the gifts.
2. **Your donation must be labeled with the Families First ID for the family you sponsor.** Each item within the donation must be labeled for each recipient, either on the item or on a bag of the recipient's items.
3. **Drop off all gifts in a large box or bag,** clearly labeled with the Families First ID and family name.
4. **Complete this [Electronic In-Kind Donation Form](#)** or bring your completed In-Kind Donation Form upon drop off.
5. **FOR GIFT CARDS:** If you are providing a gift card in addition to general wish list requests or in response to specific gift card requests, place gift cards in envelopes labeled with the amount and ID of the family member they are for.

Each donation container or bag must be labeled with the FAMILY ID NUMBER (i.e. SAHSH 12345) and FAMILY NAME.



Complete your In-Kind Donation Form electronically or attach the In-Kind Donation Form if you are filling it out manually.

DROP OFF FAQs

Where should I drop off my donation?

We are located at [80 JOSEPH E. LOWERY BLVD NW, ATLANTA, GA 30314](#). You will enter the parking lot behind our building (off Lena Street). There will be signs directing you to the drop-off area near the left side of the building.

Can I take my donation to the family I am gifting?

Our program staff will personally deliver the donations to the families. In-person drop-off to our families is not allowed.

Where do I get the In-Kind Donor Form?

You can fill out the In-Kind Donor Form electronically [HERE](#) or print and complete the In-Kind Donation Form on the next page. Bring a manually completed form with you to drop off. Make sure it lists both your personal identification and your sponsored family's identification.

A timely receipt of this completed form is required to receive a receipt and acknowledgement of your donation.

We appreciate your generosity and thoughtfulness!

If you have any other questions, please email giftafamily@familiesfirst.org or call 404-853-2800.



Gift-A-Family Item/In-Kind Donation Form

FAMILY ID _____

Please note that all required fields marked with a * must be completed for Families First to properly acknowledge your donation and provide a receipt for your tax purposes.

* Date: _____

☐ Individual Donor ☐ Corporate Donor

* Name: _____

Company/Organization Affiliation (if applicable) _____

* Address: _____

* City, State: _____ * ZIP: _____

* Email: _____

* Phone: _____

* Donation Amount/Value: \$ _____

*** ITEMS DONATED**

Please itemize. If multiple of one item provided, you may combine (10, Women's Clothing, \$150 for example)

Quantity	Item	Market Value

Thanks for your generous gift!

Received by (Families First Staff)

*** Donor Signature**

All contributions are tax deductible as allowable by law. The IRS requires that donors make their own valuations.

Please include form with your donation or email it to giftafamily@familiesfirst.org.

For Office Use

☐ Received by Database Manager

☐ Entered into Database

☐ Acknowledgement Sent to Donor

Please note each person who needs a tax receipt must complete a donation form.