**2023 CHRISTMAS GIVING PROGRAM - PORTLAND COMMUNITY FUND ASSOCATION**

**APPLICATION & RELEASE OF INFORMATION**

**Return this form by: Monday *NOVEMBER 13th***

**Drop-off @** City Hall**, Mail to:** PCFA, P.O. Box 524, Portland, MI 48875 **or Email to:** pcfainfo@gmail.com

Completion of this application is only available to ***RESIDENTS within the Portland School District*** and completion of this form will *not* allow you to collect from **Ionia County Toys 4 Tots**. List only today’s **current residents at the address.** PFCA will provide enough food for Christmas dinner for the total number of residents in the household and gifts for minor children.

**A copy of Proof of Guardianship (birth certificate or DHS are ideal) for each child must be returned with this application.**

PCFA will send out acknowledgements to applicants via email or postcard via USPS address listed below the first week of December providing further details about picking up of **Christmas - THURSDAY, Dec 14th**at **Church of the Nazarene** –

9466 Cutler Rd, Portland MI. Questions call  ***Lisa Balderson 517.930.1651 or Beth Theis 517.490.9710***

***Email:* Pcfainfo@gmail.com** *: Portland Community Fund*  Page 1 of 2 -- Internal Use Only*: \_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | | | |
| **Name (Last) (First)** | | **Cell Phone**    **( )** | | **Email** | | | **Pickup Time Slot** | |
| **Household Street Address** | | | | | **City** | | | **Zip** |
| 1. **Pickup will be between 3pm – 6pm. What time do you prefer?** 3-4pm \_\_\_ 4-5pm \_\_\_\_ 5-6pm \_\_\_      1. **How many people reside at the above address? Adults \_\_\_\_ Minors \_\_\_\_\_ Total \_\_\_\_\_\_**   (This number is needed to determine food donation for Christmas dinner on next question)     1. **Does your child/children receive from the Portland Backpacks for Bellies? Circle one *YES NO***   (If yes how many children? (all or only elementary and not HS level) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. **Special needs? √ the following: □** Pregnancy: Due Date: \_\_\_/\_\_\_/\_\_\_ **□** Diabetic | | | | | | | | |
| **Parent Guardian Information (Only complete if you are requesting Christmas gifts for minor children)** | | | | | | | | |
| **Last Name** | **First Name** | | **Relationship to** | | | **Child / children’s first name** | | |
| **1** |  | |  | | |  | | |
| **2** |  | |  | | |  | | |
| **3** |  | |  | | |  | | |
| **4** |  | |  | | |  | | |

**The Portland Community Fund Association will not: 1)** Discriminate against any individual. **2)** Be held responsible for any illness or injury caused by donated food or gifts provide within the Christmas Giving Program.

***Signature of Application below agrees that all information provided within this two-page document is correct and not fraudulent:***

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_/\_\_\_/\_\_\_\_**

**PICKUP - Internal use only:**

Accepting these gifts and food donations I agree to use only for those individuals listed within this application or I will return to PCFA.

Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_**

|  |  |
| --- | --- |
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# 2023 CHRISTMAS GIVING PROGRAM - PORTLAND COMMUNITY FUND ASSOCATION APPLICATION & RELEASE OF INFORMATION

# Page 2 of 2 Internal Use Only*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

All children (18yrs old and under) listed below MUST RESIDE at the address you listed on page one.

For children that DO NOT RESIDE within PPS district but attend under “School of Choice” **are not eligible**.

You may contact the Toys 4 Tots or other programs of their residence for assistances, thank you for your cooperation.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MINOR CHILD / CHILDERN**  **INFORMATION** | **A**  **G**  **E** | **DATE**  **OF**  **BIRTH** | **Male**  **/**  **Female** | **-SCHOOL-**  **ST PATS**  **OAKWOOD**  **WESTWOOD**  **PMS OR PHS** | **SHOE**  **SIZE** | **PANT**  **SIZE** | **SHIRT**  **SIZE** | **List FOUR (4) gifts/toys up to $30 value**  **Please DO NOT list gift cards as a gift/toy**  **Help us shop by providing specifics brand, available @ what store, any details of the gifts.**  **Include favorite color, themes, likes or dislikes.** |
| 1  Last      First |  |  |  |  |  |  |  |  |
| 2  Last      First |  |  |  |  |  |  |  |  |
| 3  Last      First |  |  |  |  |  |  |  |  |
| 4  Last      First |  |  |  |  |  |  |  |  |
| 5  Last      First |  |  |  |  |  |  |  |  |
| 6  Last      First |  |  |  |  |  |  |  |  |

**Portland Community Fund Association Survey**

**We want to hear from you! We need your input to help improve our Christmas Giving and learn how well we are communicating to the public. Thank you for taking time to complete the survey.**

1. **We provide a Turkey or Chicken as the main course for your Christmas dinners. Would you like to receive a ham instead?**

**Yes No**

1. **Besides a meat choice, is there another nonperishable food option you would like us to provide?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Do you want to receive handmade knit/crocheted hats, scarves or mitten for your family in your Christmas Giving bags?**

**Yes No**

1. **Do you attend our coat drive each year in October?**

**Yes No**

1. **Do you know you can reach out to the Portland Community Fund if you need a coat or hat any time of the year? If you are in need please send an email to Email:** [**pcfainfo@gmail.com**](mailto:pcfainfo@gmail.com)**.**

**Yes No**

1. **Do you know you can follow the Portland Community Fund on social medial at** [**www.facebook.com/PortlandCFA**](http://www.facebook.com/PortlandCFA) **or you can check out the website at** [**www.portlandcommunityfund.org**](http://www.portlandcommunityfund.org)**? Both allow you to stay up to date on all of our information and upcoming events.**

**Yes No**