

Retired & Senior Volunteer Program of the Voluntary Action Center  
Un-Trim-A-Tree Holiday Program  
Donor Form



Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please supply the following information to request the number of children and/or senior baskets

**\*Remember each child should receive 2 NEW gifts each of which are valued at \$10.00 - \$20.00**

**Seniors should receive a gift basket with personal care items and gift certificates worth \$10-\$20.00**

1. Number of children you wish to sponsor (Please keep in mind each child receives 2 gifts) \_\_\_\_\_
2. Number of Senior gift baskets you wish to donate \_\_\_\_\_
3. If you want to adopt a family in a specific area please note the area name AND zip code:  
\_\_\_\_\_

**Q Home Delivery** You will contact the family by telephone or mail. You will tell them you are their sponsor and let them know when you will deliver the gifts.

**Q Distribution Center** You will bring your gifts to our drop off center on December 17<sup>th</sup> or 18<sup>th</sup> between the hours of 10:00 A.M. and 7:00 P.M. We will notify the family when and where they can pick up the gifts.

4. Will you provide gift baskets? Yes \_\_\_ No \_\_\_ (if you will be providing perishable food you must choose home delivery as an option). **Gift certificates to local grocery stores will be accepted at the donation center.**

**Please return this form by mail or fax at your earliest convenience. We will have families available for you beginning November 19<sup>th</sup>.**

Our fax number is: **703-369-5671** (Attn Diane).

Our mailing address is:

**9248 Center Street**

**Manassas, VA 20110**

**Attn: Diane Sundholm**

If you have any questions, please call us at: **703-369-5292 ext 207** or e-mail us at **dsundholm@volunteerprincewilliam.org**