

**2020 CHRISTMAS GIVING PROGRAM - PORTLAND COMMUNITY FUND ASSOCIATION
APPLICATION & RELEASE OF INFORMATION**

Return this form by: Tuesday NOVEMBER 17th

Drop off to 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 will *not* allow you to collect from Ionia County Toys 4 Tots. List only those who currently reside at the address. PCFA will provide one Christmas dinner per household and gifts for minor children. **NEW 2020 – Appointment Only (Drive Thru Pick Up) & Proof of Guardianship.** Gifts will be pre-bagged and loaded into your vehicle by PCFA volunteer, you remain in your vehicles. All applicants must make an appointment for pickup through Signup Genius link <https://www.signupgenius.com/go/20F084EACAA28A0F85-2020> call Sandy or Lisa for assistances. All applicant must provide documentation at check-in of: **Applicant's photo ID, proof of residency**, and those requesting gifts need **proof of guardianship** (document to include applicant & child's name & child's birth date {birth certificate or DHS are ideal}). If Photo ID has current address listed, this will count as proof of residency. PCFA will send out acknowledgements to applicants via email or address listed below the first week of December providing further details about picking up **Christmas - THURSDAY, Dec 17th** at Knights of Columbus Hall 690 Maynard Rd, Portland MI.

Any questions call **Lisa Balderson 517.930.1651 or Sandy Klein 517.526.0529**

Email: pcfainfo@gmail.com   : Portland Community Fund

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Applicant Information				
Name (Last)	(First)	Cell Phone ()	Email	Signup Genius Time Slot
Household Street Address			City	Zip

- 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)
- Do you want to receive the food donation to make a Christmas dinner?** Circle one YES NO
(If you circle NO you will not receive any food; only Christmas Gifts for the children)
- 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) _____)
- Special needs? √ the following:** Pregnancy: Due Date: ___/___/___ Diabetic Allergies _____ Others: _____

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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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" do not list below.

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

MINOR CHILD / CHILDREN 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) \$25 or less valued gift Help us shop by providing specifics brand, available @ what store, any details of the gifts. Include favorite color, themes, likes or dislikes.
1 <u>Last</u> <u>First</u>								
2 <u>Last</u> <u>First</u>								
3 <u>Last</u> <u>First</u>								
4 <u>Last</u> <u>First</u>								
5 <u>Last</u> <u>First</u>								
6 <u>Last</u> <u>First</u>								

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