

## ASURA Adopt-A-Family Committee Information

### General Information

A description of the program can be found at [Adopt-A-Family](#)

The chair is responsible for the following three tasks:

1. Facilitate the selection of families, purchase and wrapping of gifts, and delivery of the gifts. A process for accomplishing these tasks can be seen below.
2. Review and update [Adopt-A-Family](#) information on the ASURA Web. Note: All change requests should be sent to the Technology Manager
3. Review and update Adopt-A-Family process below. Note: All change requests should be sent to the Technology Manager

### Adopt-A-Family Process

The following material, prepared by Joan Leard in February 2013, outlines the general process that she uses in carrying out the ASURA Adopt-A-Family program. ASURA supports two families each year one from the Tempe schools and one from ASU.

#### Getting the Families

In October, I contact a Tempe schools social worker, currently Jackie Favaro ([jfavaro@tempeschools.org](mailto:jfavaro@tempeschools.org)). Jackie supplies a needy family and gives me names, ages, sizes and any special requests including where they shop for food. I contact Jackie again in early December and early March for the Christmas and Easter deliveries.

In early December I contact DeDe Grogan ([DEDE@asu.edu](mailto:DEDE@asu.edu)). DeDe works in office of Off Campus Student Services (OCSS/Family Resources) which works with many campus departments to supply needy ASU families with needed items at Christmas and beyond.

DeDe will pick a family that meets our requirements:

- an ASU student
- with a family and
- taking courses toward a degree.

DeDe supplies names, ages, sizes, food store and special requests. I contact DeDe again in early March for the Easter delivery.

#### Purchasing the Gifts

Thanksgiving purchases are made in early November, Christmas purchases in early December, and Easter purchases well before Easter.

I purchase clothing for each family member, a food card for Thanksgiving dinner, and try to satisfy any special requests. I have shopped at JC Penny's at Tempe Marketplace and each time contacted a store manager and received 15% off all purchases. I have

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shopped at Target for things not available at JC Penny's and also received a 10% discount.

### **Preparing and Delivering Gifts**

I have always requested gift receipts for purchases and included with the delivery. I cut tags from items and wrap Christmas items including toys with Christmas paper. I place the items for the other holiday deliveries, unwrapped, in large baskets I have purchased personally at thrift stores.

When the gifts are ready for delivery I ask Jackie and DeDe when they would like to receive the gifts. I meet Jackie where she directs me and I take DeDe's to her office on Rural Road where there is parking.

### **Budgeting**

ASURA adopts a budget figure for this program in the fall. I have worked closely with the figure so as not to go over budget. I have been told that I might lose some funds the next year if I don't spend it all in the present year.