

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). 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). 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 10% off all purchases. I have shopped at Target for things not available at JC Penny's.

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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.