



Facility Application Appendix 1

Notes

- Applications are open from 4 - 26 April 2017; no late applications will be accepted
- Applications are FREE and made ONLINE ONLY
- Applications are valid for ONE year
- The application is assessed at various levels within Santa Shoebox and as such the decision is final
- Should you meet the acceptance criteria your facility will be visited by a Santa Shoebox representative to complete the application process
- You will be notified of the outcome by SMS no later than the end of June
- It is critical to provide accurate information
- The Santa Shoebox Project relies on the generosity of its donors and sponsors to deliver Santa Shoeboxes, should we not receive sufficient donations / sponsorship we will contact you to let you know in November
- Each year we receive more applications than we are able to support, if this is the case previous beneficiaries may be rotated in an effort to reach new recipients
- This is a legal and binding document

TERMS AND CONDITIONS IF your application is successful, you are required to do the following:

1. Ensure that your contact details on your Profile are up-to-date at all times
2. Provide an accurate Name List of the children in your care
 - a. Login and complete online or contact your *SSB representative
 - b. Details include first name ONLY, age, gender and clothing size
 - c. Deadline 28 July 2017
3. Contact your *SSB Representative immediately if:
 - a. Your delivery address changes
 - b. Children leave / or new children join.
4. Accept Delivery of Shoeboxes
 - a. Delivery dates will be agreed in advance
 - b. Delivery takes place in November
 - c. When you receive the Shoeboxes:
 - i. Open the carton and check that there is a Shoebox for every child
 - ii. Do not open the Shoeboxes as they belong to the children
 - iii. Make a note of the spare Shoeboxes and the children who don't have a Shoebox
 - iv. Inform your *SSB Representative immediately, they will solve the problem
5. Keep the Santa Shoeboxes safe until Celebration day
 - a. Celebrations (When a Santa Shoebox Representative hands out the Shoeboxes to the children)
 - b. Celebrations take place within +-3 days of receiving delivery of the Shoeboxes
 - c. A SSB Representative will agree the Date and Time of the Celebration with you
 - d. Celebrations take place during school / facility hours. No additional awards ceremonies or guests are included
 - e. On Celebration Day, you can unpack and display the Shoeboxes that match the names on your list, the SSB Representative will sort out any issues before handing out the Shoeboxes to the children
 - f. Children must be present to receive their shoeboxes ○ Any spare Santa Shoeboxes will be removed to be given to children who have yet to receive
6. Appreciation
 - a. After the Celebration please send the following Thank You cards/ letters:
 - i. No more than 10 from the children

- ii. One from the Caregiver *Santa Shoebox (SSB) representative is the person who visited you to complete the application process

Agreement should the application be accepted:

Commitment & Agreement

I (Caregiver/Facility Representative)

- I confirm that ALL information provided is accurate – pay special attention to the number of children, delivery address and the contact details
- I understand that the shoeboxes remain the property of the Santa Shoebox Project until they reach the hands of the children
- I agree to safely store the shoeboxes on behalf of the children until the celebration
- I agree to distribute the shoeboxes at the agreed celebration date and time I will ensure that the children for whom the gifts are intended, will receive their shoeboxes at the celebration
- I agree to provide the Santa Shoebox Project with thank you letters no later than 31 January
- I agree to the Santa Shoebox Project's Terms and Conditions

SSB Representative

Name: _____

Contact details: _____