



DOES YOUR FAMILY QUALIFY?

We serve DeKalb County residents who can answer YES to all of the following questions...

- ◆ Do you live in DeKalb County?
- ◆ Do your children live with you?
- ◆ Are your children under the age of 18 — If 18, are they enrolled full time in high school?
- ◆ Do you have Birth Certificates and social security identification for your children?
- ◆ Do you have current photo identification?
- ◆ Do you have proof of address?
- ◆ Is a professional able to verify your family's true financial need for assistance?
- ◆ Are you, or another family member, willing to ring-the-bell for the Salvation Army for just 2 hours?
- ◆ Have you received Christmas assistance only once in the last 2 years?

If you answered **YES** to each of these questions then you may qualify!

NOTE: All families are asked to ring -the-bell for the Salvation Army to help raise funds to assist individuals & families in the upcoming year! — *No exceptions.*

Shelter Ministries
DEKALB COUNTY CHRISTMAS
BUREAU
located at



1103 W Auburn Drive
Auburn, IN 46706
Phone: 260-925-9200 — ext 305
Fax: 260-440-8388
Christmas@shelterministries.org



Shelter Ministries DEKALB COUNTY CHRISTMAS BUREAU



2017

Shelter Ministries Inc
Providing hope for a better tomorrow



HOW DOES IT WORK...

The first step is to be REFERRED to the Christmas Bureau by a professional that knows, and can verify, your financial situation and family's needs. This can be a school counselor, your township trustee, a social worker, your church pastor, or a community service organization such as the United Way, Children First, Shelter Ministries, etc.

**REFERRALS ARE ACCEPTED FROM
SEPTEMBER 1st thru OCTOBER 15th
— LIMITED SPACE —
(FIRST COME / FIRST SERVED BASIS)**

WHAT IF YOU MISS THIS DATE?

If you are not referred by October 15th there is a good possibility that you will not be adopted by a business or community organization.

Families that are not adopted, but have completed all of the Christmas Bureau application requirements, are given an opportunity to participate in the **Shop-4-Christmas** program at Shelter Ministries, for their children.

The application process for the Shop-4-Christmas program must be completed by November 10th.

WHAT HAPPENS AFTER THE REFERRAL?

Once you have been referred, you will be notified to schedule an appointment at Shelter Ministries to complete the interview and application process.

At this appointment you will schedule a time to ring-the-bell for the Salvation Army.

If you can not ring due to a medical handicap, you will need to find someone who can ring for your family, *and they must come with you to this appointment.*

You must bring all of the necessary documents to complete the application:

- ◆ Current DeKalb County Photo IDs (this is the address that will be used for gift delivery, communication, etc.)
- ◆ Social Security identification of the parents seeking assistance
- ◆ Proof of Address (current utility bill or rental lease)
- ◆ Current DeKalb County Identification for each child living with you by providing the following:
 - 1) a valid county birth certificate

- 2) current school identification/record for school age children (attendance record or book bill)
- 3) and Social Security identification

- ◆ **Most important**—come with a complete list of sizes and gift suggestions for each of your children.

Family Interview appointments will be on Tuesday's and Thursday's from 10:00-12:00 or 6:00-8:00 from **October 15th until November 10th.**



VOLUNTEERS

Volunteers are always needed to assist the Christmas Bureau. From Computer entry to calling families or organizing gifts! Please share a little time over the holidays to help others in need!

PLEASE DON'T WAIT!

The Christmas Bureau office will be CLOSED after December 15th.