



## **It's the most "Wonderful Time of the Year" again!**

It is definitely that "Wonderful Time of The Year" again! As we do each year, Facilities & Safety along with participation from other departments on-campus such as Human Resources, News & Information, Computer Services & Telecommunications, Administration & Finance, and communities off-campus, help out the children and families in need within the local community during the holiday season. Instead of giving gifts to each other here at Facilities & Safety, many of us give to these children and their families in need within the Bithlo/Christmas community by taking part in the annual Bithlo/Christmas Neighborhood Center for Families (BCNCF) Adopt-A-Child program.

BCNCF is a non-profit organization, funded by Orange County Citizens' Commission for Children, and partnered with several agencies such as Central Florida YMCA, Goodwill, and the Center for Drug Free Living. BCNCF provides services to those in need such as family and individual counseling, tutoring, food assistance, and family health assistance at no charge.

Each year around the holiday season we receive a list of children to be adopted. Each child is listed and grouped by family, with their age, clothing and shoe sizes, and individual gift wishes for each child. We are starting late this holiday season however this is the list of children that need our help (listed below). Please review the instructions and list below on how to adopt-a-child this holiday season and we thank you for opening your hearts to make this year a Very Merry Christmas for the children!



### Adoption Instructions

1. Review the list below and select one or more children to adopt.
2. Email your selection to [Karen.Redinger@ucf.edu](mailto:Karen.Redinger@ucf.edu) with the Child ID# and Family designation. (*Example: Child# 1, Family A*)
3. Do not purchase any gifts until you receive an email confirmation letting you know if the child you selected is still available for you or has already been adopted. If that child adopted, we'll simply ask you to select another.
4. Once you adopt a Child/Family the Tax Receipt Form will be emailed to you.
5. Shop for your selected Child/Children.
6. Fill out the Tax Receipt Form.
7. Print a copy and keep a copy of the receipt for your tax records.
8. Attach the original tax receipt, along with any store gift receipts to your gift bags.
9. We ask that all gifts are left unwrapped and are delivered to Facilities & Safety Bldg. 16A by **Tuesday, December 19, 2017.**



**Important Note:** Before delivering your gift, please make sure to label every gift (not the bag, but the gift(s)) with the Child ID# and Family Designation.

- **Drop Off Instructions for UCF Departments around Campus and External Communities:**

- UCF Departments around Campus and External Communities are asked to drop off their gift(s) at the Facilities & Safety Building 16A Work Control Center, behind the Police Dept. Please contact Karen Redinger by email [Karen.Redinger@ucf.edu](mailto:Karen.Redinger@ucf.edu) to schedule a delivery date and time. This is to make sure that all gifts are successfully picked up for the families.

- **Donations:**

- Cash donations are accepted as well. Please contact Karen Redinger at 407-823-6099 to have the (BCNCF) Tax Receipt Form emailed to you. All cash donations will be used by the Bithlo/Christmas Neighborhood Center for Families to purchase last minute presents for children in need, or to make sure that the gifts in a family are equalized so that one child won't receive more presents than another in the same family on Christmas.



*We thank you for your generosity and wish you all a happy and safe Holiday Season!*

*If you have any questions/concerns please contact us at 407-823-6099.*



Type of Donation Given:	GIVEN By:
Other	Gary Rudolph
	Cheryl Colvin
	Jose Vasquez