



BURNABY
COMMUNITY
SERVICES

Please print and complete the following **Seniors Sponsor Application Form** and **Oath of Confidentiality** and send it:

By mail to:

2055 Rosser Avenue, Burnaby, BC V5C 0H1

By fax to:

604-299-3755

By email to:

SeniorsHampers@bbyervices.ca

You will receive an email reply confirming we have received your application.

We will be contacting all of our sponsors in mid-November to match you with a senior or senior couple in the community. We will provide you with the senior's name, address & phone number. All seniors will be matched by the end of the first week in December.

Call your senior as soon as possible to introduce yourself as their sponsor. Many of our senior applicants frequently contact us to check if they have been sponsored, so the sooner you call your senior, the more at ease they will be. Please contact us if you are having trouble making contact.

When you call your senior, be sure to set up a delivery date on or before Friday, December 18th.

Due to Covid-19, our protocols for drop off have changed this year. We ask that you deliver your hamper to your senior on your arranged date and time. **We require you to wear a mask when delivering your hamper and do a contactless drop off in front of your senior's door.** No direct physical contact should be made within 2 metres (6 feet).

Privacy Statement:

Burnaby Community Services respects and upholds an individual's right to privacy. Your information/application will be maintained as confidential/secure records. Please note that in order to determine eligibility as a donor with our program, it is necessary to collect the attached information. In accordance with Burnaby Community Services Privacy Policy, the personal information you provide will be used to process your application and assess your eligibility. We will not use or disclose this information for any additional purposes, unless we obtain consent from you to do so.

I have read and agree to the above disclaimer (Name/Signature)

Date

Burnaby Community Services
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2055 Rosser Avenue • Burnaby, BC V5C 0H1 • 604-299-5778 • www.BbyServices.ca



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Seniors Sponsor Application

Sponsor Type

- Private (family, friends) Corporate (business, co-workers)

Group Information

What type of Group: Company Family Friends Other _____

Group Name: _____ # of People in Group _____

Contact Information

Full Address: _____

Contact Name: _____

Contact Phone Number (1): _____ (2): _____

Email: _____

Senior Hamper Type

Please indicate who you would like to sponsor

**if you are interested in sponsoring more than one, please indicate the number of seniors*

- Senior (single) *minimum \$100 per person (# _____)
- Senior (couple) *minimum \$200 per couple (# _____)

May we recognize your group as a sponsor publicly?

- Yes, you may recognize our group No, we want to sponsor anonymously

Would you be interested in sharing your experiences through the media?

- Yes, contact me for more information No, I am not interested

** Please note: we will be sending out a short email after the sponsorship period to ask a few questions about your experience and to learn about the senior hamper you provided. We will look forward to receiving your feedback.*

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Frequently Asked Questions:

Q

How much does it cost to sponsor a senior including gifts and groceries?

Single: minimum \$100

Couple: minimum \$200

Q

If I am matched with a senior but can't get in touch with them, what should I do?

If you haven't been able to contact your senior within 1 week, or by December 7th, please contact Kim at **604-299-5754** or SeniorsHampers@bbyervices.ca

Q

Can I wrap gifts?

Yes, if you wish. Perishables should be left unwrapped.

Q

What kind of food should I include?

To avoid food allergies and food waste, we encourage you to ask your senior for suggestions of what kinds of foods they enjoy. A gift card to their local grocery store is a great alternative option.

Q

The gift suggestions from my senior are more than what I had budgeted for, what should I do?

Seniors often don't know how expensive items are and may suggest ones that are out of your price range. Have a conversation with your senior and ask them to provide you with multiple options so you can choose ones that fall within your budget.

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Oath of Confidentiality

A senior's name will be forwarded to you, trusting that you will respect their privacy. Please ensure that your senior's personal information remains confidential and that no unauthorized individuals have access to it.

Please have anyone in your sponsorship group who will have access to your senior's personal information sign below. Personal information includes each senior's full name, home address and phone number. A senior's first name and wish list does not constitute personal information and can be shared amongst your group.

1. Oath of Confidentiality

It has been explained to me that any information about seniors secured by me, or available to me, during the course of my duties within the Burnaby Christmas Bureau is of a confidential nature.

I, the undersigned, will respect that confidentiality and take all reasonable precautions to safeguard confidential information during & after my involvement.

Printed Name:	Signature:
Printed Name:	Signature:
Printed Name:	Signature:
Printed Name:	Signature:

Senior Contact Agreement: It is important to us that the sponsored senior is contacted promptly. We appreciate our Sponsors taking the time to find out what the senior is in need of/their wish list. It reduces the stress for our sponsored families if arrangements are made with them at that time for the later delivery of their hamper.

2. We agree to contact our sponsored senior within 5 days of receiving the senior's name and information.

Signature of Sponsor: _____

3. We agree to deliver the gifts to our sponsor family no later than Friday, December 18th, 2020.

Signature of Sponsor: _____

Please send the completed Sponsorship Application AND the Oath of Confidentiality Agreement to the Burnaby Christmas Bureau via fax to **604-299-3755** or email SeniorsHampers@bbyServices.ca