



Dear Holiday Sponsor,

We appreciate all you do to make the holidays a little brighter for victims of domestic violence and sexual assault. We have included the name(s) and wish list(s) of your chosen family member(s).

- Please bring the gifts to our Main Office (236 Union Street Spartanburg, SC) no later than December 14, 2011 if at all possible. If SHRCC is picking up, please have gifts ready for pick up no later than December 19, 2011. Make sure to call me when gifts are ready for pickup.
- Our Office will be closed Friday, December 23 and Monday, December 26, 2011 for the holidays.
- Please do not wrap the gifts, whether it is for an adult or a child. You may include wrapping paper and bows for the children's gifts.
- All gifts need to be new gifts.
- All clients being sponsored will have a number on their wish list sheet so we can keep track of his or her gifts. (Ex: c20, c20a etc.).
- Please keep each person's gifts separate. You can put each person's gifts in a large black trash bag.
- Please tag each person's bag with his or her name and number (Ex: All of c20's gifts in one bag, all of c20a's gifts in another bag) or you can staple their wish list to their bag.
- If you would like to include a letter or Christmas card you may do that as well.
- Please do gift card amounts in \$20.00 increments.

We truly appreciate your assistance in helping out families in need. If you have any questions; please call Jennifer O'Shields or Karen Martin-Wilkins @ 864-583-9803 or 1-800-273-5066.

Again, thank you for your generosity this year.

Sincerely,

*Jennifer O'Shields*  
*Karen Martin-Wilkins*

Jennifer O'Shields  
Karen Martin-Wilkins  
Christmas Coordinators