

## 2018 Santa's Closet of Renville County Referral Form



Santa's elves have asked you to fill out this referral form for yourself and any members of your **immediate** family (**Minor children and spouse/significant other living in your home.** Any other persons living with you must fill out their own referral form)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Name of Family Member	Age	Relationship to applicant	Staff use	initial
1.		SELF		
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

\$ \_\_\_\_\_ each                      \_\_\_\_\_ People       Done     No show

Pick up Date and time: December

**To be filled in by Santa's Closet staff**

Will be verified by Santa's Closet Staff. **You must check appropriate boxes.**

**All of the following factors MUST be valid.**

- I live in Renville County at **the time of referral and on Christmas, December 25, 2018.**
- I have custody of all the children on the application. (only 1 guardian/parent may list children if custody is shared 50/50)
- The individuals listed will not be receiving gifts from another gift program.
- I meet at least one of the following criteria: **Circle all of the assistance you receive.** \*Medicaid    \*SNAP/EBT  
 \*Cash assistance    \*SSI/disability    \*unemployed (all adults in household)  
 \* Experiencing a current recent financial difficulty or crisis. **Must send along a letter explaining the difficulty.**
- I have signed and dated below

Verified  
 \_\_\_\_\_ Staff Initials

\_\_\_\_\_  
 Signature date

**Mail to: CIRCLE, Attn: Santa's Closet , P.O. Box 225, Renville, MN 56284**  
**or email to: circlemn@gmail.com**

**Agencies:** The following letter **MUST** be attached to all applications! Do not copy the letter on to the back of the application, please.

Dear Renville County Residents; **(Read this letter before filling out the application)**

Santa's Closet of Renville County is prepared to accept referrals for the Christmas Season. Distribution will be December 2-18<sup>th</sup>. We have developed a check list to help you fill out the application.

In addition to the requirements on the bottom of the application Here are some more guidelines:

- Applications are being accepted from November 1 to December 15<sup>th</sup>
- Application **received by Dec. 5<sup>th</sup>** will get to choose \$25 per person worth of items from the Santa's Closet Store.
- Applications **received after Dec. 5<sup>th</sup>** will get to chose \$15 per person worth of items from the Santa's Closet Store. (Date received, not signed or mailed) We will not accept any applications after December 15, or serve anyone after December 18<sup>th</sup>.
- If you are carpooling with someone please send your applications in together and put a note on them that you prefer your appointments at the same time. (We will try our best to get them together.)
- If you come with people who do not have an appointment at the same time as you, they will have to wait in the vehicle until their appointment. If they do not have an appointment at all we will try to get one set up for another day and time.
- **DO NOT** bring children less than 12 years of age. **We will not allow them in the building.** We do not have the ability to watch them while you shop. We also want to keep the Christmas presents a surprise for them.
- If you have children or grandchildren that you would like to shop for but they do not qualify, you may spend your allotted funds on them.
- If you are sick on the day of your appointment, please call and reschedule. We do not want to spread germs to Santa's Closet members or volunteers. It is a busy time of year and we cannot have anyone out sick.
- All participants will enter through the west door. Look for signs.
- Please let us know if you need handicap accessibility.

Finally, be respectful of the people who have donated their money, gifts, and time to help make this a blessed Christmas for you and your family. This is a privilege not a right.

The Santa's Closet Committee has been working all year to help make it good for you and your family. We look forward to seeing you at Santa's Closet.

**Note:** Because there has been misuse/fraud in the past we will prohibit individuals who refer or are referred dishonestly from accessing the RC Santa's Closet gift program for a minimum of 2 years. You will be notified by letter or a phone call.

Sincerely,

Santa's Closet Committee    Lori Clasemann 320-808-5697    Nancy Haque    Shelley Vatsaas

**Cut off and Keep this ↓**

**You will be notified about pick-up/shopping time and date for your family.**

**(Sometime between Dec. 1-Dec. 18) at the former Danube School Building in Danube, MN**

**Reminder: Do not bring children under 12 yrs old along.**

**Do not come if you are sick; please call and reschedule.**

If you have any questions or concerns text or call Lori Clasemann  
At CIRCLE 507-430-8908 or cell 320-808-5697.

Pick up date and time:

December \_\_\_\_\_

Time: \_\_\_\_\_

