COMPASS FAMILY SERVICES
Housing. Support. Hope.

Adopt-a-Family

Gift Preparation & Drop-Off Guide

Thank you for participating in Adopt-a-Family! Your generosity makes the season brighter for the families we serve.

NEW THIS YEAR!

We've sent you custom labels for your family (attached to your wishlist). Print them on **Avery 5164 labels** (3.3" x 4", 6 per sheet), or on regular paper and tape to your gifts and boxes.



You will receive **two types of labels – gift labels** and **box labels.**

- **Gift labels** should be attached to each individually wrapped item.
- **Box labels** should be used to label your large, sturdy boxes filled with your labeled gifts and large items (e.g., bikes, scooters, microwaves, etc.).

Prepare Your Gifts: 3 Simple Steps

1 Wrap & Label Each Gift

- Wrap each gift individually.
- Attach a **gift label** to each wrapped item, including:
  - **Recipient's name** (first name and last initial)
  - **Family ID**
  - **Primary caregiver's name**

GIFT LABEL
(for individual gifts)



2 Pack & Label Boxes

- Place all wrapped and **labeled** gifts into large, sturdy boxes.
- Attach a box label to **three sides.** of each box: the **top and two sides.**
- Pack boxes **tightly and full** (about 80–100% full).
- Make sure boxes **close completely** (no open boxes or items sticking out) **so we can stack boxes** for storage and distribution.

BOX LABEL
(for boxes of gifts and large items)



3 Label Large Items

- Large items (bikes, strollers, microwaves, etc.) do not need to be wrapped, but they count toward your total number of items and must be clearly labeled.



Example: 4 Total Items

- Box 1 of 4
- Box 2 of 4
- Box 3 of 4
- Bike — 4 of 4



Adopting More Than One Family?
Please box and label each family's gifts separately.

Need Help?
If you're unsure about labels, Family IDs, or any part the process, please reach out at **aaf@compass-sf.org.**

Drop-Off Location: SoMa Self Storage
1475 Mission St, San Francisco, CA 94103