



Adopt-a-Family Gift Preparation & Drop-Off Guide

Thank you so much for participating in Adopt-a-Family with Compass Family Services this year. Your generosity truly makes the season brighter for the families we serve.

If you haven't scheduled a gift drop-off yet, please choose a time using the Calendly link below:

Location: Soma Self Storage — 1475 Mission St, San Francisco, CA 94103

Scheduling Link: <https://calendly.com/compassaaf/2025>

1. Wrapping and Labeling Gifts

Please wrap and label each gift carefully. Every wrapped gift should be labelled with:

- Recipient's name
- Family ID
- Primary caregiver's name

We've emailed you pre-formatted labels to make this part easier. You can find the Family ID in the title of the wishlist PDF included in your matching email. For gifts meant for the entire family, you can write the family name at the top (for example: The Alvarez-Gutierrez Family).

2. Packing and Labeling Boxes

Once gifts are wrapped and labeled, please place them into large boxes.

Each box must be labelled with:

- Family ID
- Primary caregiver's name
- Box count (for example: Box 1 of 3)

Example:

If you have three boxes for Family UV-8000:

- UV-8000 — Box 1 of 3
- UV-8000 — Box 2 of 3
- UV-8000 — Box 3 of 3

If you adopted more than one family, **please box each family separately.**



3. Labeling Large Items

Housing. Support. Hope. Large items such as bikes, strollers, or microwaves do not need to be wrapped; however, they do count toward your total number of items and need to be labelled clearly.

Example:

If you have 3 boxes and 1 bike (4 total items):

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

4. Gift-Card-Only Families

If your assigned family requested gift cards only:

- Place all gift cards in a large envelope or small box
- Clearly write the Family ID on the outside
- Drop off or mail to:

Compass Family Services
37 Grove St
San Francisco, CA 94102

Gift cards must arrive by 12/8 at the latest.

Need Help?

If you're unsure about labels, Family IDs, or any part of the process, please reach out. We are happy to assist at aaf@compass-sf.org.

Thank you again for your thoughtfulness and support of families in our community.



Adopt-a-Family Instructions for Preparing Gifts for Drop Off

Thank you for participating in Adopt-a-Family this year with Compass Family Services!

If you have not done so already, please schedule a time to drop off your gifts at our gift drop off location at **Soma Self Storage, 1475 Mission St, San Francisco, CA 94103.**

<https://calendly.com/compassaaf/2025>

Boxing & Labeling Gifts

Step 1. Wrapping & Labeling Gifts.

Please wrap each gift individually and label with the recipient's name, Family ID, and Primary Caregiver. For your convenience, labels have been emailed to you. You can find Family IDs listed in the title of the wish list PDF sent to you in your matching email, followed by family name. If the gift is for the entire family, you can write the family name at the top, for example the Alvarez-Gutierrez Family.

Example Gift Label

GIFT RECIPIENT: CHILD NAME

PRIMARY CAREGIVER:
ADULT NAME

FAMILY ID: UV-8000

 COMPASS FAMILY SERVICES
Housing. Support. Hope.

Step 2- Packing and Labeling boxes

All wrapped and labeled gifts should be placed into large boxes.

Each box must include:

1. Family ID #
2. Primary caregiver's name
3. Box count (ex: 1 of 3, 2 of 3, 3 of 3)

Example:



If you have three boxes for family UV-8000

UV-8000 — Box 1 of 3

UV-8000 — Box 2 of 3

UV-8000 — Box 3 of 3

If you are adopting more than one family, *please box each family separately.*

Example of Box Label

The image shows a sample box label. At the top, there are five colorful Christmas ornaments: purple, yellow, red, blue, and green. Below the ornaments, the text "FAMILY ID:" is followed by a light blue box containing "UV-100". Below that, "BOX" is followed by a light blue box containing "1", then "OF", followed by a light blue box containing "3". Below this, "PRIMARY CAREGIVER:" is followed by a light blue box containing "John Smith". At the bottom, there is a small Compass Family Services logo and the tagline "Housing. Support. Hope.".

Large Items

Large items (bikes, strollers, microwaves, etc.) do not need to be wrapped. However, they do count in your total box count. Please clearly label large items with the Family ID and item number.

Example:

If you have 3 boxes and 1 bike, you have 4 total items:

Box 1 of 4

Box 2 of 4

Box 3 of 4

Bike — 4 of 4

Gift Card–Only Families

If you are shopping for a gift-card-only family:

- Place gift cards in a labeled large envelope or small box
- Write the Family ID clearly on the envelope/box.



- Drop off or send to: Compass Family Services - 37 Grove St, San Francisco, CA 94102 with a delivery date by 12/8 at the latest.

Important Notes & Additional Help

If there is any confusion about your Family IDs or labels, please reach out , we are happy to help-
aaf@compass-sf.org