



THE WONDERFUND PRESENTS

# Holiday Drive Social Worker Info Packet

Making Moments that Matter for Kids  
involved with the Massachusetts  
Department of Children and Families



wonderfund



# Key Contacts & Information

## WONDERFUND CONTACTS

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Two different ways to participate in the Wonderfund Holiday Gift Drive:

1. **Traditional Method:** Donors receive a gift list spreadsheet and purchase the gifts in any way of your choosing. Pick-up/drop-off dates are arranged with the Holiday Gatekeeper
2. **Virtual Fulfillment:** Donors receive a gift spreadsheet with links to purchase the items for children online and ship them directly to the DCF office they are matched with





# Holiday Drive Guidelines for Social Workers

## SEPTEMBER & OCTOBER:

1. Download the holiday gift request spreadsheet provided by your Holiday Gatekeeper and save the file with your name and Holiday 2024 in the title. (ex: Jane Smith Holiday 2024)
2. Print out copies of the Holiday Child Gift Questionnaire to complete with your children during your September home visits or virtual visits
  - a. **Reminder:** One form per each child on your case load
  - b. **Suggestion:** Talk to the children's parents and or foster parents to find out what the child would like for the holidays
  - c. All information on the Holiday Child Gift Questionnaire form is needed to ensure donors have all the information needed to shop for the child
3. Upload the data
  - a. Once the Holiday Child Gift Questionnaire is complete, enter the information into the holiday gift request spreadsheet which you have personally saved
  - b. This will give you a chance to review the data and ensure that all the fields are complete before sending to your Holiday Gatekeeper



# Holiday Drive Guidelines for Social Workers

## OCTOBER: (DEADLINE FOR SUBMISSIONS - OCTOBER 31st)

1. Submit your Holiday Gift Request Spreadsheet to your Gatekeeper
  - a. Save a final copy of the list for your records
  - b. Once you have a completed list of your children's wishes, send an electronic copy as an email attachment to your area office Holiday Gatekeeper

## NOVEMBER:

1. If you have new cases between October 31st and Thanksgiving:
  - a. Add new children to your Holiday Gift Spreadsheet and send an updated copy via email to your Holiday Gatekeeper alerting them to the changes
2. Work with your Gatekeeper to schedule pickup or delivery of gifts from each Donor
3. Prepare for your holiday deliveries to your families
  - a. Most gifts will arrive to your Area Office the first and second week of December or you will need to pick them up
  - b. Your Holiday Gatekeeper will notify you of your gift arrival date and time. Please make sure you inform your holiday gatekeeper on your availability to help with pickups

## DECEMBER:

1. When your gifts arrive you will need to sort them by your families to make sure that no children's gifts are missing
  - a. If you are missing any gifts, please work with the Gatekeeper to solve the problem
  - b. Check to make sure no inappropriate gifts have been provided
  - c. If you need additional help, please reach out to the Wonderfund
2. Deliver your gifts to your families/children for your December home visit.