



## Cayuga/Seneca Community Action Agency, Inc.

89 York Street, Suite 1, Auburn, New York 13021  
Telephone: (315) 255-1703 • Fax: (315) 252-3397  
www.cscaa.com



### CHRISTMAS ELF 2017

The Cayuga County Christmas Elf Committee is pleased to launch the 2017 Christmas Elf Program! Our goal is to provide holiday gifts to every referred child in need in Cayuga County between the ages of 0-18 years. The information provided below outlines 2017 program operations.

**Referrals:** Please use the attached form to refer families by the deadline of November 27, 2017 at 5:00 pm; note that this is a hard deadline that will not be extended. Incomplete applications will automatically be returned to the submitting agency. It is your responsibility as the referrer to make sure applications are completed fully and accurately. Missing and/or illegible information may result in processing delays, mismatched gifts, and/or exclusion from the program.

**\*\*Please make every effort to complete household electronic information at the top of page 2. We will be unable to provide movies, music, games, etc. to families without this information, as we will have no way of knowing if compatible devices are available in the home to play them. Boxed areas (other than referring Agency information on Page 1) are for Agency use only and should not be completed.**

**Distribution Day (December 14):** Please inform referred families about distribution and let them know that if they do not hear from the Committee, their application has been approved. A post card containing distribution information will be mailed to all applicants prior to December 14, 2017. Applicants must bring their post card and a form of ID on the day of distribution, December 14, 2017, at their assigned time. As in years past, distribution will occur at 48 Wright Avenue, Auburn NY.

**Planned Agency Pickups (December 13):** If one or more of your referred families cannot attend distribution, you may pick up gifts on their behalf with advanced notice by indicating Agency Pickup on the attached form. Planned Agency pickups will occur on December 13, 2017 between the hours of 9 am and 2 pm at 48 Wright Avenue. If you are picking up gifts on behalf of one or more families, you must bring their postcard and/or assigned number.

**Unplanned Agency Pickups (December 14):** If a family was planning to pick up their gifts on December 14 but is unable to do so for whatever reason, the referring Agency may pick up gifts on their behalf at the assigned time or later, on December 14, 2017.

Thank you for participating in the 2017 Christmas Elf Program. If you have any questions, please contact the Agency's Elf hotline at 315-255-1703 x102. Calls will be returned within 48 hours. Please instruct families not to contact the Agency directly for information.

Sincerely,

Laurie A. Piccolo  
Executive Director

#### SITE II

1 BROOKFIELD PLACE  
AUBURN, NY 13021  
(315) 252-0038

#### SITE III

4 GARFIELD STREET  
AUBURN, NY 13021  
(315) 252-0038

#### SENECA OFFICE

23 CENTER STREET  
WATERLOO, NY 13165  
(315) 539-5647

*In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*



**(ALL BOXED AREAS ARE FOR OFFICE USE ONLY – DO NOT COMPLETE)**

Family No. \_\_\_\_\_ Pick up Time \_\_\_\_\_ Packed by (initials) \_\_\_\_\_ Date \_\_\_\_\_

**Clothes will be given ONLY if available.**

**\*\*PLEASE SPECIFY ELECTRONICS THAT ARE IN THE HOME:** DVD PLAYER, XBOX (MODEL), PLAYSTATION (MODEL), VCR, CD PLAYER, ETC. We **will not** be able to provide games, movies, music, etc. to referred families without this information as we will have no way of knowing if compatible devices are available in the home to play them.

1. **Child's Full Name** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ School attending \_\_\_\_\_  
Pant Size \_\_\_\_ Child/Teen/Adult (circle one) Shirt Size \_\_\_\_ Child/Teen/Adult (circle one) Shoe Size \_\_\_\_  
Gift Suggestions: \_\_\_\_\_

Pants \_\_\_\_ Shirt \_\_\_\_ Lg. Toy \_\_\_\_ Sm. Toy \_\_\_\_ Crayons \_\_\_\_ Coloring Book \_\_\_\_ Stuffed Animal \_\_\_\_ Book \_\_\_\_

2. **Child's Full Name** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ School attending \_\_\_\_\_  
Pant Size \_\_\_\_ Child/Teen/Adult (circle one) Shirt Size \_\_\_\_ Child/Teen/Adult (circle one) Shoe Size \_\_\_\_  
Gift Suggestions: \_\_\_\_\_

Pants \_\_\_\_ Shirt \_\_\_\_ Lg. Toy \_\_\_\_ Sm. Toy \_\_\_\_ Crayons \_\_\_\_ Coloring Book \_\_\_\_ Stuffed Animal \_\_\_\_ Book \_\_\_\_

3. **Child's Full Name** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ School attending \_\_\_\_\_  
Pant Size \_\_\_\_ Child/Teen/Adult (circle one) Shirt Size \_\_\_\_ Child/Teen/Adult (circle one) Shoe Size \_\_\_\_  
Gift Suggestions: \_\_\_\_\_

Pants \_\_\_\_ Shirt \_\_\_\_ Lg. Toy \_\_\_\_ Sm. Toy \_\_\_\_ Crayons \_\_\_\_ Coloring Book \_\_\_\_ Stuffed Animal \_\_\_\_ Book \_\_\_\_

4. **Child's Full Name** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ School attending \_\_\_\_\_  
Pant Size \_\_\_\_ Child/Teen/Adult (circle one) Shirt Size \_\_\_\_ Child/Teen/Adult (circle one) Shoe Size \_\_\_\_  
Gift Suggestions: \_\_\_\_\_

Pants \_\_\_\_ Shirt \_\_\_\_ Lg. Toy \_\_\_\_ Sm. Toy \_\_\_\_ Crayons \_\_\_\_ Coloring Book \_\_\_\_ Stuffed Animal \_\_\_\_ Book \_\_\_\_

5. **Child's Full Name** \_\_\_\_\_ **Relationship to Applicant** \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ School attending \_\_\_\_\_  
Pant Size \_\_\_\_ Child/Teen/Adult (circle one) Shirt Size \_\_\_\_ Child/Teen/Adult (circle one) Shoe Size \_\_\_\_  
Gift Suggestions: \_\_\_\_\_

Pants \_\_\_\_ Shirt \_\_\_\_ Lg. Toy \_\_\_\_ Sm. Toy \_\_\_\_ Crayons \_\_\_\_ Coloring Book \_\_\_\_ Stuffed Animal \_\_\_\_ Book \_\_\_\_

Special Circumstances leading the family to be referred to Christmas Elf for assistance: \_\_\_\_\_

**PLEASE MAKE SURE ALL INFORMATION IS COMPLETED CLEARLY AND ACCURATELY.**