

Christmas Elf 2016  
Agency Referral Form  
\*\*For Children 18 Years and Under Only\*\*

Mail completed form to: Christmas Elf - Referral  
Cayuga/Seneca Community Action Agency, Inc.  
89 York Street Suite #1  
Auburn, NY 13021  
252-3397

PLEASE PRINT

DEADLINE: FRIDAY, DECEMBER 9, 2016  
DISTRIBUTION DAY: TUESDAY, DECEMBER 20, 2016

Referring Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Will you be picking up for this family?

Yes \_\_\_ No \_\_\_  
If yes, please bring family's post card. If post card is not available please have family's assigned number.

AGENCY PICK UP DAY: Friday, December 16, 2016  
LOCATION: 48 Wright Avenue, Auburn  
TIME: 10:00 a.m. – 2:00 p.m.

Referred Family Information:

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Residence: \_\_\_\_\_  
Street City/Town County Zip Code

Mailing Address (if different from above): \_\_\_\_\_  
Street/PO Box # City/Town County Zip Code

Phone #: \_\_\_\_\_ Message Phone #: \_\_\_\_\_

Annual Family Income \$ \_\_\_\_\_ (attach copy for verification)

Total Number of Children 18 yrs. and under living in household \_\_\_\_\_

Name of all ADULTS over 18 yrs. old living in household: (DO NOT INCLUDE APPLICANT)

Name \_\_\_\_\_ Relationship to Parent(s)/Guardian(s) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to Parent(s)/Guardian(s) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to Parent(s)/Guardian(s) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to Parent(s)/Guardian(s) \_\_\_\_\_

*Incomplete applications will be automatically returned to submitting agency. Please contact the Agency's Elf hotline with questions, 315-255-1703 x102. Calls will be returned within 24-48 hours. Please instruct families not to contact the Agency directly for information.*

Please share the following important information with the referred family:

If applicant does not hear from the committee their application has been approved. A post card containing distribution information will be mailed to the above referenced address prior to December 16, 2016. Applicants must bring their post card and a form of ID on the day of distribution.

(SHADED AREAS ARE FOR OFFICE USE ONLY)

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

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

1.) Child's Full Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Male \_\_\_\_ Female \_\_\_\_ Age \_\_\_\_\_ School Attending \_\_\_\_\_  
Pant Size \_\_\_\_ (Circle One) Child /Teen/Adult Shirt Size \_\_\_\_ (Circle One) Child/Teen/Adult 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 \_\_\_\_ (Circle One) Child /Teen/Adult Shirt Size \_\_\_\_ (Circle One) Child/Teen/Adult 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 \_\_\_\_ (Circle One) Child /Teen/Adult Shirt Size \_\_\_\_ (Circle One) Child/Teen/Adult 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 \_\_\_\_ (Circle One) Child /Teen/Adult Shirt Size \_\_\_\_ (Circle One) Child/Teen/Adult 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 \_\_\_\_ (Circle One) Child /Teen/Adult Shirt Size \_\_\_\_ (Circle One) Child/Teen/Adult Shoe Size \_\_\_\_

Gift Suggestions: \_\_\_\_\_

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

Specify electronics that are in the home - DVD Player, XBox (model), Playstation (model), VCR, CD Player, Etc.

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

\_\_\_\_\_

\_\_\_\_\_