

October, 2025



Dear Christmas Basket Sponsor -

Thank you for participating in ReVive's 104<sup>th</sup> Christmas Basket Program! Your gifts will surely bring joy and a Merry Christmas to families across Chicagoland.

Each Christmas Basket should contain:

1. at least **One Gift for Each Family Member**, and
2. a **Jewel Food Gift Card worth at least \$25 for Each Member of the Family**.

Suggestions in creating your creating your Christmas Basket:

1. **Review the Family Report, then Decide What to Buy.** Items on the Family Report are suggestions. You can choose to buy one or more of the gifts.
2. **Suggested Spend is \$30-\$50 Per Family Member.** What you spend is your decision. Gift cards are acceptable.
3. **Super Santa Gift Request.** Some Christmas Basket Sponsors prefer to buy a gift that benefits the entire family. There is no expectation that you buy a Super Santa Gift. What you buy is your decision.
4. **Wrap and Label All Gifts.** Leave the store tags on the gifts, but cut off the price. Include gift receipts whenever possible. Make sure the recipient's name is on each wrapped gift.
5. **Place the Jewel food gift card in an envelope** addressed to the adult in the family, and **place it in the family's Christmas Basket Box.**
6. **Pack All Wrapped Gifts in Small Cardboard Boxes.** Tape each box securely, as it will be handled several times before the family receives it. Please do not send gift bags, baskets, bins, assembled bicycles or furniture.
7. **Please Do NOT Include the following in any Christmas Basket Boxes:** Family Report, used clothing/toys/etc., cash / check, any information identifying you.
8. **Make Copies of the Label Sample attached** so that you have 4 labels for Each Box.

- 9. Securely Tape One Label onto Each of the 4 SIDES of Each Box** (not the top or bottom). Make sure all 4 sides of the label are taped down securely, otherwise the label may rip-off during handling.
- 10. Use a Black Marker to Complete Each Label with the Family Code Number, as well as the Sequence of Boxes.** For example: Family Code #17 Box 1 of 2; Family Code #17 Box 2 of 2, etc.
- 11. Fill-out and return your In-Kind Donation form to ReVive.** This form allows us to track the value of Christmas Basket donations for accounting and impact reporting purposes. Please make sure to complete and return this form to ReVive, regardless of whether you intend to take a charitable contribution deduction. You may email the completed form to [christmasbaskets@revivecenter.org](mailto:christmasbaskets@revivecenter.org)
- 12. Include a Christmas Basket Program Donation to ReVive of \$15 for each Single Member Family and \$25 for each Multi-Member Family.** To help continue this century old tradition, we now ask our Christmas Basket Sponsors to make a Program Support Donation to help cover Christmas Basket Program costs. The amount you donate is your decision. You may email the completed form to [christmasbaskets@revivecenter.org](mailto:christmasbaskets@revivecenter.org) and make the donation online at [www.revivecenter.org/donate](http://www.revivecenter.org/donate). Please include the Family Code(s) in the Comment Section of the donation page.
- 13. If you choose not to email your in-kind donation form and make an online donation to ReVive, please Return your In-Kind Donation form, Program Donation Form and the Christmas Basket Boxes to your coordinator, per their instructions.** If possible please submit your Program Support Donation form and your In-Kind Donation form to your Coordinator, with your box. Otherwise, please mail these forms and the donation to ReVive at 1668 W Ogden Ave., Chicago, IL 60612 at your earliest convenience.
- 14. Rejoice in the Knowledge that You Just Gave Someone a Merry Christmas!**

We are very grateful for your efforts!

Sincerely,

ReVive Center for Housing and Healing



## Christmas Basket Program In-Kind Donation 2025

This document has two purposes:

1. Solicits an Acknowledgment for Your Tax Records; and
2. Provides ReVive with the Data It Needs for Accounting and Impact Reporting Purposes.

Below, please list the total value of the purchases you've included in your Christmas Basket, including any gift cards. **Please do not include store receipts.** You may retain receipts with your tax records. Give this completed form to your Coordinator or mail it to ReVive Center. An Acknowledgement will be sent to you for your tax records. Because you have received nothing in consideration of this gift, the entire amount is tax-deductible. You will need to keep the Acknowledgement in your tax file to support your declared contribution.

Name			Phone
Address			Email
City	State	Zip	Parish, Company, or Organization (if applicable)

Family Code Number(s) of Christmas Basket(s) Donated # \_\_\_\_\_

Total Value of Gifts Purchased for Christmas Baskets \$ \_\_\_\_\_

*The value shown here is your statement of the fair market value of the merchandise and gift card(s) you purchased for Christmas Basket(s). The value has not been determined by ReVive Center for Housing and Healing.*

Total Value of Food Gift Card(s) Purchased for Christmas Baskets \$ \_\_\_\_\_

Donation to ReVive to Support the Christmas Basket Program: \$ \_\_\_\_\_

*Suggested donation is \$15 for each single member family and \$25 for each multiple member family. Please help us meet the costs of this program. Your contribution will help keep this century old tradition alive! Please attach a check or make a contribution online at [www.revivecenter.org/donate](http://www.revivecenter.org/donate). Please Family Code Number(s) in the comment section of the online form.*

Total Contribution \$ \_\_\_\_\_

Signature

Date



## Christmas Basket Program Donation 2025

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Thank you for helping to preserve ReVive's century old Christmas Basket Program! Like everyone else, ReVive has felt the pinch of the current economy. Unfortunately, we no longer have full-time volunteers to administer this program.

In order to help meet the costs of the program, we are asking each Christmas Basket Sponsor to contribute to ReVive **\$15 for each single member family and \$25 for each multiple member family**. Your donation will be directly applied to the Christmas Basket Program.

Please list your Family Code Number(s) and the amount of your Program Donation below. Thank you so much for ensuring that ReVive can continue to provide this crucial program!

Name			Phone
Address			Email
City	State	Zip	Parish, Company, or Organization (if applicable)

**Family Code Number(s) of Christmas Basket(s) Donated** # \_\_\_\_\_

**Amount of Program Support Donation** \$ \_\_\_\_\_

If you would like to make your Program Support Donation through your credit card, please complete the following:

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Credit Card Number	Exp. Date	CVV
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If you would like to make an online donation, please scan this QR Code.  
Please be sure to add your Family Code Number(s) in the Comment Section.

**Family Code # \_\_\_\_\_**

**Box \_\_\_\_\_ of \_\_\_\_\_**

**Family Code # \_\_\_\_\_**

**Box \_\_\_\_\_ of \_\_\_\_\_**