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| Office Use Only:  | Parents/carers full name/s |  |
| Postcode: |  |
| Reason for Referral – please read our criteria |
| Ages of Parents / Guardians |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Child (please use separtate line for each child..use more pages if necessary) |  Age & sex of child | Likes (we try to provide items the child is interested in as well as generic ones) | Dislikes (if any) |
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**Referee Details – BY SUBMITTING THIS FORM YOU ARE AGREEING TO THE CRITERIA STATED OVERLEAF**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Date |  |
| Contact Number |  |
| Email |  |
| Position/Job Role |  |

BY SUBMITTING THIS FORM TO US, YOU ARE AGREEING TO THE CRITERIA SET OUT BELOW.

Any information supplied on this form is used for our own business purposes only and is stored for a period of a maximum of 5 years. We do not pass any information on to third parties

CRITERIA

We are here to help families struggling, and we would like to reach as many families, in Gloucestershire, as we can so that their children have toys and gifts over the festive season.

As you can see from the form above, we ask for likes and dislikes so we can tailor the gifts accordingly. Using this information, we will make up a bundle of up to 10 toys/gifts for each child referred to us. Please do not split the bundles to give to more children. If you need more for other families, please fill out a new form and we will help.

If your family’s circumstances change and they no longer require the items provided, please arrange for these to be returned to us so we can pass them on to another child. If we find any of the items we have given for sale on social media sites, or other means, we will not help the family again with ANY referral and they will forfeit the right to use our charity.

**Due to the massive demand on our charity, we are having to limit the amount of families each professional can refer to us, to 15. Please submit any requests as soon as possible. Any received after 1st December, will be classed as ‘late’ and we may not be able to provide as much as we would like.**

We will be checking with other charities and agencies who provide the same items as us to ensure that families are not being referred to multiple agencies. This is to enable the maximum number of people to benefit from services provided throughout the county. Please only refer each family to one organisation which provides gifts (it is ok to use, for example, us and the food bank as these are for different items).

We can no longer accept ‘low income’ as a reason for referral. We require more detailed information as to why the family cannot afford to provide presents for their child/children.

Once we have contacted you to say that your referral/s is/are ready for collection, you have a week to collect it/them otherwise we will have to pass on to another family. Last year, we supported nearly 1000 children, and this year we are expecting this number to increase significantly. Therefore, it is important that referrals are collected quickly as we have limited space to store them.

Finally, please do not use our gifts as a ‘top up’ for presents that the family have already purchased. We had incidents last year where the families had bought children bikes or ipads and wanted other items to add to what they had already bought. This is not what we provide toys and gifts for – these are for families whose children are going to have nothing unless we help!