



MAKING SPIRITS BRIGHT, INC.

CHECK LIST FOR A SMOOTH CHRISTMAS

- Please fill out Application.
- Please fill out Confidentiality Agreement.
- Please fill out Size Charts for clothes.
Make sure that all areas are legible, that all sizes are clearly stated and designate if your child is a boy or a girl.
- Please have child write a letter to Santa.
- Please proof read the letter to Santa and make sure that all items are legible.
- Please indicate any food allergies, if any, and size of family, so that we may fill the dinner baskets accordingly _____

✓ PLEASE INDICATE WITH A CHECK MARK

Please enclose proof of income,

- Employment, last four pay stubs Unemployment, last four stubs

OR

Please enclose proof of disability of child/parent,

- Letter from Doctor

OR

Please enclose proof of deceased parent or guardian.

- Death Certificate

It is very important to fill out the paperwork **accurately** and **return as soon as possible**. Due to the volume of families and family members, we can only help those who have completed the application fully and return it on time. We reserve the write to deny applicants who have either not met the deadline or have incomplete applications.

You will receive a phone call **seven days** from the due date of your application to confirm or deny your assistance. If denied a written letter will follow with an explanation. **Please no phone calls**, we will review the applicants in a timely manner so that you may fill your needs as a family.

*For purposes of this document MSB represents Making Spirits Bright, Inc.