



MAKING SPIRITS BRIGHT, INC.

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Dear _____ Family,

It is our mission.....

TO PROVIDE SHORTTERM ASSISTANCE
IN THE FORM OF FOOD, CLOTHING AND OR GIFTS
TO INDIGENT CHILDREN IN THE COMMUNITY,
CHILDREN WHO HAVE EXPERIENCED
A LOSS OF A PARENT OR LEGAL GUARDIAN
OR SUFFER FROM A CHRONIC OR TERMINAL ILLNESS.

Enclosed you will find your packet for receiving assistance from Making Spirits Bright.

The CHECK LIST FOR A SMOOTH CHRISTMAS will help you and your family fill out all the paperwork needed for assistance. Please send this paperwork back by the "Due Date" stated at the top of each form. Please check off the checklist as you complete each form, these forms are important and ensure a smooth Christmas for all. Each form should be legible and in order. Since we help a number of families and the information received is confidential, it is important for us not to have to call you to verify any information. This also ensures the board has the appropriate information and time for application review.

Please fill out all forms and submit all paperwork that matches your criteria. If you are employed or unemployed we need a copy of four recent stubs. If your child has a disability or you or your spouse has the disability please submit a letter, dated, from your doctor. If the child has a deceased parent or guardian we need a copy of the death certificate. These copies of verification are extremely important. We as an organization have to uphold our mission statement, and this backup documentation does that.

Our Confidentiality Agreement is important, your understanding that we are not out to exploit your family is important to us. It is also important for people to know that these families and situations exist so that we may further our efforts to help such families.

The Letter to Santa needs to be proof read by an adult. You need to make sure that if any items are difficult to read you are to rewrite them so that we may understand what your child's wishes. This is important because even Santa can't read your child's mind.

The Size Chart helps us pick out the five necessities for your child. MSB feels that every child should have a nice outfit, a warm jacket and warm clothes for the winter season.

Sincerely your friends at
Making Spirits Bright, INC

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