

## ADOPTION GUIDELINES

1. If you were sent more than one case to review, within seven (7) days choose the family you wish to adopt. You may choose to adopt more than one family.

Please notify us of the case(s) you've chosen to adopt by emailing [100NC@stl.unitedway.org](mailto:100NC@stl.unitedway.org) within 7 days.

If you've adopted a Post-Dispatch published case, disregard this first step.

2. Purchase at least one gift or one gift card for each person in the adopted family.
3. Wrap and tag each gift or gift card with the first name and the age of the recipient.
4. Bag or box all gifts or gift cards and list the case number on the bag/box. If you adopted more than one case, use separate bags/boxes for each case.
5. Email the Primary Contact listed on the Case Story Form regarding the best date(s)/time(s) to deliver your gifts/cards. This year, agencies may have new or changing delivery and gifting procedures. We recommend that you contact them as early as possible and again before delivery.

If necessary, you may also contact the agency for additional information regarding your case. Be sure to list your client's case number on any email sent to an Agency.

6. Deliver your gifts or gift cards to the Agency on the agreed-upon date.
7. If you wish to make an additional monetary gift to the case or to the General Fund, you may do so on-line at [www.100Neediestcases.org](http://www.100Neediestcases.org) or by mailing a check payable to:

100 Neediest Cases  
P.O. Box 955925  
St. Louis, MO 63195

If it is case-specific, please note the case number on the memo line of the check. If it is for a specific need, please note that as well.

**Have a Wonderful Holiday!!**