

ADOPTION GUIDELINES

Email the Primary Contact listed on the Case Story Form regarding the best date(s)/time(s) to deliver your gifts/cards. **Agencies may have new or changing delivery and gifting procedures, even during the campaign, so we recommend that you contact them as early as possible and again before delivery.**

1. If you were sent more than one case to review, 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 at 100NC@stl.unitedway.org. If you've adopted a Post-Dispatch published case, disregard this first step.
 - **NOTE:** If you were sent more than one case to review, all cases sent are held until you make a selection. Once you have notified us of your choice, the other cases will be made available for possible adoption by another donor. Please be as prompt as possible in letting us know your choice(s).
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. 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 online at www.100Neediestcases.org or by mailing a check payable to 100 Neediest Cases to P.O. Box 955925, St. Louis, MO 63195. If it is case-specific, please note that on the check along with the case number. If it is for a specific need, please note that as well.