

## Case Adoption Information

Thank you for your generosity and commitment to helping the St. Louis region through the 100 Neediest Cases program! Below is some important information to keep in mind. If you have any questions about the process or the family you are supporting, please contact us at [100NC@stl.unitedway.org](mailto:100NC@stl.unitedway.org).

1. Choose the family(ies) you wish to adopt and notify us at [100NC@stl.unitedway.org](mailto:100NC@stl.unitedway.org) of the case number. If you've adopted a Post-Dispatch published case, disregard this first step.

**NOTE: Case(s) sent to you will be held awaiting a decision for 7 days from the date of this email. After that time, the case will automatically be returned to the database to be offered to another donor. If you need additional time, please contact us at [100NC@stl.unitedway.org](mailto:100NC@stl.unitedway.org).**

2. Please also email the Primary Contact listed on the Case Story Form regarding the best date(s)/time(s) to deliver your gifts and items. Agencies may have new or changing delivery and gifting procedures. We recommend that you contact them as early as possible and again before delivery. We apologize for the inconvenience.
3. Purchase at least one gift or one gift card for each person in the adopted family.
4. Wrap and tag each gift or gift card with the first name and the age of the recipient.
5. 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.
6. If necessary, you may also contact the agency for additional information regarding your case. Be sure to list the case number on any email sent to an Agency.
7. Deliver your gifts or gift cards to the Agency on the agreed-upon date.
8. If you wish to make an additional monetary gift to the case or to the General Fund, you may do so 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 check or in the designated field online. If it is for a specific need, please note that as well.

9. New this year! Save all receipts related to any in-kind items purchased for your family. You will receive a link to upload all receipts for in-kind purchases in a separate email.