



2025 SPONSOR GUIDE



**PRISON
FELLOWSHIP**
CANADA

Pathway to Change

Dear Sponsor,

Thank you so much for partnering with us in our Angel Tree Christmas program.

At Prison Fellowship Canada our vision is to pursue reconciliation and restoration in the lives of prisoners, ex-prisoners, and their families. We want to point them to the love and hope of Jesus Christ during this season of brokenness and separation. Through Angel Tree Christmas, we have the amazing privilege of finding these families affected by incarceration and then building meaningful connections between prisoners and their children through a gift from parent to child, delivered (or shipped as necessary) by you at Christmas.

One of our sponsors got a unique glimpse through delivering a gift to a child last year. She brought her young daughter along for the experience, but was soon overwhelmed with emotion when she realized that the little girl she was delivering gifts for was the same age as her daughter. This really brought it home for her and that taught her the deeper value of what the gift really means. It's not about presents. It's about connection. She realized the importance of what it means to have someone delivering a gift to your child when they're beyond reach; to know you haven't forgotten them.

This is just one of the many examples where we see the wonderful blessing that this kind of ministry brings for everyone involved.

Included in this information Guide you will find direction for your next steps as an Angel Tree Sponsor. This includes instructions for contacting the child's caregiver, for purchasing, wrapping, delivering the gifts, and for communicating with Prison Fellowship Canada afterward. Please read through all the information carefully and follow the instructions as provided.

If you have any questions or concerns, please feel welcome to contact your Regional Manager (the person who sent you your sponsorship applications by email). You can also contact us at our Angel Tree Manager at: 1 (844) 618-5867 Ext. 310, or by email at: angeltree@prisonfellowship.ca.

May the Lord provide a memorable experience for everyone involved,

A handwritten signature in black ink that reads "Raymond Mowla". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

Raymond Mowla
National Programs Manager, Prison Fellowship Canada

INSTRUCTIONS FOR SPONSORS

1. Prisoner Applications

Once we receive and process prisoner applications, we will send you your matched applications based on the number of children you have requested to sponsor and their location. Our national staff may do a preliminary call to the caregiver to verify that the address and contact information provided is correct. The Matched PDF applications are sent to you via email in a compressed folder from Prison Fellowship staff. Applications contain all the information you need to contact the child's caregiver.

2. Caregiver Contact

You must contact the child's caregiver and ensure they are comfortable with you delivering a gift to the child in the name of the incarcerated parent. Please do this within 48 hours of receiving the applications by phone and text, if possible, as it can take time to reach the caregiver. When talking to the caregiver, please confirm:

- The age of the child and the spelling of the child's name
- A mutually agreed upon time and place for delivery of the gift
- The gift preference requested by the prisoner (max \$40 value)

Note: We have included a telephone script in this Guide to assist you in the conversation.

3. Unable to Reach Caregiver

If you cannot reach the caregiver after calling on three separate occasions (at various times of the day), or texting, please let your Prison Fellowship representative know.

4. Gift Ideas

Gift value should be a maximum of \$40 for each child. Although the prisoner suggests a gift idea on the application, it may sometimes be too expensive. The caregiver can usually suggest something more appropriate and welcomes the opportunity to contribute to determine an appropriate gift for the child(ren).

5. Gift Tags

The application contains gift tags for up to 3 children. Please cut them out and attach them to each respective gift so that the children will have a gift tag in their parent's own handwriting. If you have a gift tag that seems questionable in any way, please let us know immediately.

6. Gift Delivery

Please ensure that the gifts you have purchased and wrapped are delivered prior to Christmas Day – and please ensure that you have a second adult present with you when making the delivery. Please also ensure that you are delivering the gift while an adult is present with the child. When delivering the gift, it is important to have a realistic expectation about making a connection with the family. It is quite possible they will simply take the gift and close the door. Remember, the goal is for the prisoner-parent to connect with the children through a gift on their behalf. Anything more than that is simply a bonus!

7. Remote Sponsorships

We make every effort to match local sponsors to families. However, for some remote regions, we do not have sponsors living near the children in the program. If you have generously offered to take on remote sponsorships, we are very grateful. For remote sponsorships, we often recommend small sized gifts, so you do not incur large shipping charges. Utilizing services like Amazon Prime that also offers gift-wrapping is a good way to save on shipping costs. While it was communicated to prisoners that no gift cards are allowed, if you do wish to purchase a gift card you can choose to do so as a last resort. If you opt for gift cards, please ask the caregiver which specific gift cards would be usable in their area.

8. Follow-up Communication

We will be sending you a sponsor feedback form requesting that you provide us with the details of your experience and your stories. This is a short but mandatory and important questionnaire. We also rely on this feedback to confirm whether the sponsorship was fulfilled or not and that the confidentiality requirements are maintained. Please look for this Sponsor Feedback email in your inbox shortly before Christmas. Please feel welcome to contact your regional manager if you require any support in completing the Sponsor Feedback Form.

9. Disposal of Documents

After printing out the application for the gift tag and making the delivery, be sure to dispose of the application in a secure manner (i.e., cross-cut shredding of paper documents and deleting digital copies). Due to the highly sensitive nature of the application, please be sure to limit who you distribute it to if you are working with a team.

10. Donation Cards

You'll notice our new sponsor donation cards that can be provided to donor who donated a gift on behalf of someone else.

FREQUENTLY ASKED QUESTIONS

Can I include other items (e.g., a Bible) for the child or family along with the gift?

As an Angel Tree Sponsor, you are not required to provide anything beyond the gift that you will purchase, wrap, and deliver to the child. However, if you would like to include another item, like a New Testament or small food hamper, you are welcome to do so. We ask you to use your discretion in this as you seek to determine the receptiveness and needs of the caregiver, and to contact us if you are unsure or have questions.

Will the caregiver and family be receptive to me as a sponsor?

Typically, the caregiver and child will be very open and friendly with you. However, in some cases it may be less so. Please remember that for many families while these gifts are greatly appreciated, they may also be a reminder of the pain and brokenness that has occurred in their lives as a result of crime. So, we ask you to be gracious and empathetic as you engage in these sometimes challenging but rewarding interactions.

Can I invite the family to my church's Christmas services?

Christmas is often a time when people are most receptive to an invitation to attend a church service. We ask you to use your discretion in this as you interact with the caregiver. We encourage you to welcome the family to attend your church for a service as appropriate. If your church has created an invitation to a Christmas program, you are welcome to include this in your gift delivery.

Are there other ways to support Angel Tree Christmas?

One of the most effective ways of recruiting new sponsors each year is through word-of-mouth from our existing sponsors. If you have family, friends, or colleagues who might be interested in partnering with us in this way, please direct them to our website, angeltreechristmas.ca.

We also incur additional costs of running this program across Canada, including purchasing and delivering gifts to children in remote parts of Canada. If you are able to make a financial gift of any amount toward the program, you can contact your Regional Representative or our National Office at 1 (844) 618-5867 or donate online at prisonfellowship.ca.

How can I get more involved in prison ministry?

In addition to Angel Tree Christmas, we also run an Angel Tree Camping program that provides funding for children of incarcerated parents to attend a week at a Christian summer camp. Prison Fellowship Canada also serves prisoners and ex-prisoners in a variety of ways including In-prison Ministry, PFC by Phone, and Bridgcare for released prisoners. You can learn about all the ways to serve and support prisoners on our website at www.prisonfellowship.ca and please follow us on social media through Facebook, Instagram, LinkedIn, Youtube & X.

Can we purchase gifts for kids not in the program residing with the caregiver?

Although the caregiver may mention that they have other children in the household, you are not obligated or required to purchase a gift for children not enrolled in the program.

What if a household has multiple children enrolled in the program?

While you are only required to purchase a gift for the number of sponsored child(ren) you sign up for, it may be a better experience for everyone involved if you considered sponsoring a family.

TELEPHONE SCRIPT FOR CONTACTING CAREGIVERS:

Good morning/afternoon/evening.

Hi, my name is _____ and I'm a volunteer/sponsor with the Angel Tree program. Have you heard of Angel Tree?

(If not) Angel Tree matches volunteers/sponsors with the children of incarcerated parents. The incarcerated parent fills out a form with their children's name, age, and what they would like to give their children for Christmas. The chaplain at the institution then passes the form to Angel Tree, who matches the request to a volunteer/sponsor.

We then purchase, wrap, and deliver the gifts to the children through the caregiver and in the name of the parent.

(If so) Angel Tree matched _(name of child(ren))_ to me, so I'll be shopping and delivering (a gift) gifts for your child(ren) in his/her name.

Sound good? Then I need to confirm a few things:

- (inmate name, where known) is the first name of the parent?
- Is the address to drop off the gift(s) _____?
- The child(ren) is(are) _____ age _____?
- The spelling of their names is _____?
- Are you good with the gift preferences listed? [read them] (Note: we can spend up to \$40 per gift)

Ok, I'll call before I drop off the gift(s). Is _____ a good day and time that you will be home along with the child? Thank you very much for taking the time to talk to me and I look forward to meeting you.

TEXTING SCRIPT FOR CONTACTING CAREGIVERS:

Hi, my name is _____ and I'm a volunteer/sponsor with the Angel Tree Christmas program.

Through this program we purchase, wrap, and deliver gifts to the children of prisoners on their behalf by working with the legal caregiver of the child.

One or more of your children has been enrolled for the program by their incarcerated parent this year.

When is a good time for us to connect to discuss and coordinate the delivery?

TIPS FOR GIFT DROP-OFF:

Good morning/afternoon/evening,

How are you doing today?

My name is _____ and I'm a volunteer/sponsor with the Angel Tree Christmas program coming to drop off the gift for _____ (name of child(ren), from their mom (or dad).

_____ (name of child(ren)), I am here to deliver a Christmas gift to you from your mom (or dad).

Examples of questions you can ask to engage with the children:

- What is your favourite subject in school?
- Do you have a hobby? If so, what is it?
- Do you like sports? If so, do you have a favourite sport?
- Do you play any sports?
- Do you have special plans for Christmas break? Or, are you enjoying your Christmas break?

TAX-RECEIPT FOR GIFT PURCHASES:

Starting in 2021, PFC began offering sponsors the opportunity to receive a tax receipt for every Angel Tree gift purchased during the season. For PFC to process a gift receipt, please be sure to follow ALL of these steps:

1. Print the “Tax Receipt Request Form” and complete all the fields on the form. If you have multiple gifts on one receipt, you can complete one form with a brief description of each gift, the pre-tax amount for each line item, and the date it was shipped/delivered. Please write very legibly. **Note:** Shipping costs are not eligible for tax receipts.
2. Staple your original receipts to the completed Tax Receipt Request Form” and mail to Prison Fellowship Canada. We must receive the form no later than JANUARY 9, 2026, in order for it to be considered applicable for 2025 receipting. You can still send in receipts for processing after this date, but anything received after January 10th will be allocated to the following year and a tax-receipt provided in Feb 2027.
3. Submit a Sponsor Feedback Report immediately after delivering your gift and no later than **DECEMBER 31, 2025**. The Sponsor Feedback Report must be completed as part of the program in order to receive a tax receipt.

IMPORTANT NOTE: If you are an ATX coordinator representing a group of people, you will be asked to include ALL names associated with the handling of the sponsor applications on your Sponsor Feedback Report. Each group member can submit their own receipts and forms to you to forward to PFC in a batch; or if you prefer, they can send them independently directly to PFC (as long as they are mentioned by name in your Sponsor Feedback Report so that we can rightly identify their participation).



5945 Airport Road, Suite 144
Mississauga, ON. L4V 1R9
Phone: 1-844-618-5867
Email: angeltree@prisonfellowship.ca

Angel Tree Christmas 2025 Tax Receipt Request Form

Date:

Sponsor Contact Phone:

Sponsor Contact Email:

Sponsor Full Name:

Street No. & Name:

City:

Province:

Postal Code:

Please Circle One:

YES / NO

YES / NO

I was an individual Sponsor

I was registered as part of a small group, church or other

ATX Coordinator's Name:

[illegible]

Instructions:

Please mail both the original receipt (not photocopies) for all gifts purchased as well as this completed form. Only gifts listed on the receipt should be claimed. Only the pre-tax amount of the gift should be claimed according to the CRA. Shipping costs can be included along with a receipt, but only the pre-tax amount should be claimed. The completed form must be received by mail by Prison Fellowship Canada no later than January 9th, 2026 to be included in 2025 tax-receipting year. Forms received after the cutoff date will be receipted in the following year. By signing below, you confirm that the gifts claimed were provided by you for the purpose of an Angel Tree Christmas sponsorship as a Gift-In-Kind donation.

Sponsor Signature:

ANGEL TREE PROGRAM CONTACTS:

Angel Tree Program Manager – British Columbia, Alberta, Saskatchewan, & Manitoba
Brenda Hilling 1-844-618-5867 Ext. 310
Brenda@prisonfellowship.ca

Angel Tree Coordinator –Ontario, Nova Scotia, PEI & Newfoundland
Makkedah William 1-844-618-5867 Ext. 898
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Angel Tree Coordinator – Quebec
Lorraine Dubois 1-844-618-5867 Ext. 350
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