



2026 SPONSOR GUIDE



**PRISON
FELLOWSHIP**
CANADA

Pathway to Change

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A Letter from Our Team

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 during this season of brokenness and separation. Through Angel Tree Christmas, we have the privilege of serving these families and building meaningful connections between prisoners and their children through a gift from parent to child, delivered (or shipped if necessary) by you.

Last year, one of our sponsors played a part in bringing a father's love to his child. Knowing how much his son loved cooking and dreamed of becoming a chef, an incarcerated father chose a cooking set as a gift. When the sponsor delivered the gift, the child was so overwhelmed with joy and emotion as he realized that even though his father was far away, he was still thinking of him and remembered the things he loved. Through the generosity of our sponsor, a connection was strengthened between a father and son who were experiencing a painful separation. That special gift became a beautiful demonstration of how Christ's love reaches beyond barriers, making connection possible.

In this Information Guide, you will find direction for your next steps as an Angel Tree Sponsor. It includes instructions for contacting the child's caregiver; purchasing, wrapping, delivering the gifts; and communicating with Prison Fellowship Canada. Please carefully follow these instructions.

If you have questions, please contact Makkedah at 1-(844)-618-5867, Ext. 898 or me at Ext. 310, or by email at: angeltree@prisonfellowship.ca.

May God bless you as you extend His faithful love to Angel Tree families this Christmas!

A handwritten signature in black ink that reads "Brenda Hilling". The signature is written in a cursive, flowing style.

Brenda Hilling
Angel Tree Manager, Prison Fellowship Canada

Instructions For Sponsors

Prisoner Applications

Once we receive and process prisoner applications, we will send you your matched applications (via e-mail) based on the number of children you have requested to sponsor and their location. Applications contain all the information you need to contact the child's caregiver. Note: If time allows, our national staff may do a preliminary call on select applications to verify that the information provided is correct.

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 on page 8.

Unable to Reach Caregiver

If you cannot reach the caregiver after calling on six separate occasions (at various times of the day) and texting to identify yourself as an Angel Tree sponsor, please let us know.

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 or not age-appropriate. The caregiver may be able to suggest a more affordable or age-appropriate alternative that is similar to the prisoner's request.

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.

Gift Delivery

Please make every effort to deliver the gifts before Christmas Day. Please also make sure that you are with a second adult when making the delivery and that there is also an adult at home 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!

Remote Sponsorships (Shipping)

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.

Follow-up Sponsor Reports

We will be sending you a sponsor feedback form requiring you to provide us with the details of your experience and your stories. This is a mandatory 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.

Disposal of Documents

After printing out the application for the gift tag and making the delivery, and after completing the feedback form, 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.

Donation Cards

Donation cards can be provided to people in your community who want to make a monetary donation but leave the gift purchase and delivery up to the church Angel Tree Coordinator. You can print and provide these donation cards as an acknowledgement of their contribution.

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?

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 any other ways to support Angel Tree Christmas?

If you have family, friends, or colleagues who might be interested in sponsoring, please encourage them to visit our website, prisonfellowship.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 our National Office at 1 (844) 618-5867 or donate online at prisonfellowship.ca.

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 should only purchase a gift for children enrolled in the program.

How can I get more involved in prison ministry?

Prison Fellowship Canada serves prisoners and ex-prisoners in a variety of ways including In-prison Ministry, PFC by Phone, Angel Tree Camping and Bridgecare 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.

Tax-Receipt for Gift Purchases

For PFC to process a tax receipt for a gift purchased, 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, 2027, in order for it to be considered applicable for a 2026 receipt. 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 2028.
3. Submit a Sponsor Feedback Report immediately after delivering your gift and no later than DECEMBER 31, 2026. 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).

Angel Tree Christmas – Program Contacts

Angel Tree Program Manager
Brenda Hilling 1-844-618-5867 Ext. 310
Brenda@prisonfellowship.ca

Angel Tree Coordinator
Makkedah William 1-844-618-5867 Ext. 898
makkedah@prisonfellowship.ca

Regional Manager – Quebec
Lorraine Dubois 1-844-618-5867 Ext. 350
lorraine@prisonfellowship.ca

Telephone Script for Contacting Caregivers by Phone

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.

Sounds 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 Caregiver via Text

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?

Conversation Script 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?