

Very Important Instruction – PLEASE READ ALL OF THE INSTRUCTIONS BEFORE STARTING YOUR APPLICATION

Before you start applying for Angel Tree Christmas assistance, please have your documents uploaded on your computer or on your phone in these allowable file types: .jpeg, .jpg, png, csv (excel), doc and docx (word document) and pdf. You can upload documents from scanned copies or take photos.

Because we are taking applications **only on-line**, we will need the necessary information to determine your qualification for participation in the Angel Tree program and specific information on each angel you apply for. (If needed, you can change the application language to Spanish). No invitation Code is needed. You will need to enter your address zip code to enter the application and we are allowing only zip codes for residents living in Travis and Williamson counties.

At any time if you do not have specific information required on the application, you must put a 0 (zero) in the block or you cannot go to the next page of the application.

If you do not have internet service, make arraignment with a friend, family member outside your household, or your pastor to help you fill out the application. You can also fill out the application on your phone.

When applying for Angel Tree Christmas assistance –

1. Applicant Information

- Need correct name and date of birth of applicant (parent, legal guardian)
- Preferred language
- Identification ID Number (Adult/legal guardian driver's license, ID card, passport, or Mexican Consulate ID)
- Full address
- Phone Number
- Email Address (please provide a valid (correct) email address to receive notifications, including your distribution pick up time.

2. Budget Worksheet

- Please indicate your monthly income.

If you do not have income for any of the below, you must put 0 (zero) in the block or you cannot move forward on the application. This will include:

- Employment/Earned Income for the applicant and spouse
- TANF
- SNAP
- SSI
- SSDI
- Social Security
- Child Support
- Unemployment Benefits
- Government Benefits
- Other Income

Expenses are not required but are helpful to determine your qualification to participate in the Angel Tree Program.

3. Angel information. We will need the following information:

If you do have any required information, you must put 0 (zero) in the block or you cannot move forward on the application

- a. Name
- b. Date of Birth
- c. Gender
- d. Need – what the child needs (boots/sweater/blankets, etc.)
- e. Wish – what the child is wishing for this year. You must be exact in your description and the input will only allow 14 characters so the list will be short. **No Electronic Devices, video games or Bikes**
- f. (Optional) Favorite/Genre – What the child is interested in (Batman/Barbie, etc.)
- g. Clothing type – there is a drop down to show different levels of ages. Please consider giving us the anticipated sizes of your child at Christmas time.
- h. (Optional) Height in inches
- i. (Optional) Weight in pounds
- j. Shoe size
- k. Coat size
- l. Pants Width and Length
- m. Shirt size
- n. T-shirt size
- o. Underwear size
- p. Dress size
- q. Skirt size
- r. Bra size

4. Edit opportunity

- The next page will show that you successfully added the Angel with an option to edit. If you are adding more Angels, click yes and it will take you to another Angel information page. If you click no, you will move to the next page.

5. Disclaimer and consent page

- The next page will have the disclaimer and consent regarding your participation with our Angel Tree Program and will require your signature indicating that your information is correct.

6. Document Up-Load

In order to upload your specific documents to the application, you must have them saved to your computer or a photo image on your phone in one of these file types:

- .jpeg, .jpg, png, csv (Excel), doc and docx (Word document) and pdf.
- Click on the browse button and find the document(s) for ID/Proof of Residency/Birth Certificate(s) and click to open. A yellow upload button will appear, and you must click that button to complete the upload. If the upload is successful, you will see the document listed on the application. If you do not see the document, the upload failed, and you will need to repeat the process.

- If your documents are not available when you get to this point, stop and close the browser. You will receive an email with a link to resume the application once you have your documents ready. PLEASE DO NOT START A NEW APPLICATION - please finish your original application.

7. Documents Required:

- **Applicants-** The documents must show your name and that you live at the same address as on your application.
 - Proof of Residency - Lease, or mortgage paperwork, or electric bill, or water bill, or cable bill, etc.
 - Adult/Legal Guardian's Driver's license or ID card, or passport, or Mexican Consulate ID.
- **Angels-** Upload one of the following documents for every child:
 - Birth Certificate or Medicaid Card (if Birth Certificate is unavailable or (Medicaid Approval Letter, Legal Guardianship if Birth Certificate is unavailable)

After the application and documents have been submitted, we will review the application and inform you of your approval via email, with a distribution date between December 13-17, 2021 between the hours of 8:00am to 5:00pm.

You must have a distribution day and time to pick up the items and we will only allow the applicant who filled out the application to pick up the gifts during distribution.

To apply for Christmas assistance: <https://saangeltree.org/>

