

ELF LOUISE CHRISTMAS PROJECT APPLICATION INSTRUCTIONS

Our Mission: The goal of the Elf Louise Christmas Project is to provide toys to San Antonio children who would not otherwise receive presents at Christmas. We cannot help all needy children in our city, but we hope to help the neediest. As a matter of policy, we serve all the children in a family, ages 0-17.

DO NOT WAIT TO SUBMIT APPLICATIONS! The database will close on SEPTEMBER 30 at 11:59 PM. *Applications will NOT be accepted after the deadline.*

This Application Instruction Sheet is for Agency use only.

Application Forms filled out by families must be returned to the Agency Representative for input into the database. APPLICANTS DO NOT SUBMIT APPLICATIONS TO ELF LOUISE. They will be discarded.

Important Family Information: By signing up for Elf Louise, the client commits to the following:

- All children on the application will be present when Santa is scheduled to arrive. *Santa will not leave presents for children who are not at home.*
- Santa will not leave the presents if no adult is present or no one is home.
- Families must not apply to any other agency or school for toys. The database system will remove duplicate applications.
- Families will submit address, telephone, or email changes immediately to the agency or Elf Louise.

General Information:

- Please make sure every agency representative submitting applications has a copy of the application instructions.
- **Agencies enter the applications into the database.**
- Agencies may use their own application numbers to track and identify families. Elf Louise will assign new official *Family Numbers* after October 1.
- If more than one family lives in the same house, complete a separate application for each family.
- Each child, aged 0-12 years, will receive 2 gifts, and those aged 13-17 years will receive 1 gift.
Include ALL eligible children in the family aged 0-17.
- Santa teams will deliver gifts to the families' homes on December 12, 13, 19, or 20.
- Family Pickups are scheduled for December 12, 13, 19, 20, or 21.

APPLICATION FORM INSTRUCTIONS

1. Please include the parent/guardian last name and first name. Verify the name spelling.
2. Please review and verify each family's address. The online database will provide two opportunities to validate addresses. Elf Louise will conduct secondary verifications after October 1. Addresses are critical to deliver gifts. Include the Street Number and Name, Apartment Number, City, State, and Zip Code.
3. Include an EMAIL ADDRESS!!! An Email address provides a more reliable way to contact families. It also reduces the organization costs of stamps, paper, envelopes, and printing.
4. Include Housing / Apartment Complex names
5. Include Gate Codes
6. Enter special Delivery Information, e.g., 'upstairs apartment' or 'building at the rear of house'.
7. Enter Special Needs information: Judy is blind. John, 20-year-old with Down syndrome, developmental age 10. **INCLUDE special-needs children or adults on the list as well!**
8. Enter ALL children 0-17 and special needs adults with a developmental age of 0-17 who **reside in the home**. Verify the age and gender of each child. Genders options **B**(boy), **G**(girl), or **U**(unknown) only. Age options 0-17 (0 for pregnant mothers).

2026 ELF LOUISE CHRISTMAS PROJECT APPLICATION

Application #: _____
(For agency application count.)

LAST Name: _____ FIRST Name: _____
Last Name of Parent or Guardian First Name of Parent or Guardian

Email: _____ Phone #: (_____) _____ - _____
Include Area Code

Address: _____ Apt. # _____
Street Number Street Name

City: _____ Zip Code: _____

Housing/Apt Complex: _____ Gate Code: _____

Delivery Information: _____
Detailed instructions include: apartment behind house, garage apartment, left/right duplex, upstairs on right side, etc.

Special Needs: _____
Include Child's Name (**INCLUDE BELOW ALSO**), physical and developmental age, illness or handicap limitations. Ex. John 25, functions as a 10-year-old, Downs.

Child's FIRST Name	Gender	Age	Child's FIRST Name	Gender	Age
1.	☐		9.	☐	
2.	☐		10.	☐	
3.	☐		11.	☐	
4.	☐		12.	☐	
5.	☐		13.	☐	
6.	☐		14.	☐	
7.	☐		15.	☐	
8.	☐				

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. Parent/Guardian Name. Do NOT enter the child's name here.
2. Email & Phone Number. Please verify the email and phone are valid and accurate. These are critical!
3. Address. Please ensure the address is valid and accurate for online entry and Santa delivery.
4. Housing or Apartment Complex. Include the complete complex name. (Ex. Villages at Nogalitos, Legacy at Alazan)
5. Gate Code: **PLEASE** include gate codes!
6. Delivery Information: **Include** property markers – right duplex, garage apt, entrance at rear of house.
7. Special Needs: child's name, age, and **developmental age** or disability. (Ex. Sally 20, functions as a 10-year-old, Jose is in a wheelchair, Sophia is blind.)
8. Child's Name: **FIRST NAME ONLY**. If there are two children with the same first name, enter the initial of the last name also. (Ex. Ashley B. and Ashley D.)
9. Child's Gender: Options – 'B' (Boy), 'G' (Girl), or 'U' (Unknown for expectant moms only.)
10. Child's Age: **0-17** use **whole number only**. Mark '0' for expectant moms or newborns. Mark the **developmental age** for disabled or adult children.
11. The client should receive an Email or USPS Letter **BEFORE December 7** with the Santa delivery or Family Pickup dates. If families do not receive the Email or USPS letter, please call (210) 224-1843 immediately to verify their information and enrollment.
12. Client Signature: By signing this form, the client verifies the address is correct and understands they can only sign up for Elf Louise. **If they sign up for another assistance program (Toys for Tots, Salvation Army, etc.), they will be removed from the Elf Louise program.**

By providing my Email address, I agree to be contacted by Elf Louise by email and may unsubscribe at any time using the link provided in the email.

CLIENT SIGNATURE: _____

2026 APPLICANT INFORMATION

1. You have signed up with the Elf Louise Christmas project to receive gifts for your children.
2. Each child, aged 0-12 years, will receive 2 gifts, and those aged 13-17 years will receive 1 gift. The gifts will be delivered to the family on December 12th, 13th, 19th and 20th. Please don't schedule vacations or family outings on these dates.
3. You will receive an Email or letter from Elf Louise no later than **December 7** which will tell you when Santa Claus will deliver the presents to your home or if you need to come to the Elf Louise project to pick up your gifts because you are outside our delivery areas.
4. If you don't receive a letter by December 7th, Email elflouise2026@elflouise.org or call 210-224-1843, and we will .
5. If you move or change your phone number, please call our office at 210-224-1843 or email us at director@elflouise.org and give us the old and new information.
6. You or a responsible adult **and the children** must be home on the scheduled day for delivery of the gifts or the gifts will be returned to Elf Louise and given to another family.
7. Do not apply to any other Christmas gift-giving program or **your family will be deleted from our list.**

2026 INFORMACION PARA APLICANTES

1. Ud. se ha registrado en el Proyecto de Elf Louise para que sus niños/ninas reciban regalos esta Navidad.
2. Cada Niño de edad 0-12 recibirá 2 regalos, y de edad 13-17 recibirá 1 regalo. Los regalos serán entregados a sus casas el 12, 13, 19, y 20 de Diciembre. Por favor, no haga planes de vacaciones o paseos en estos días.
3. Ud. va a recibir un correo electrónico o una carta del Proyecto de Elf Louise a más tardar el **7 de Diciembre** donde le dicen cuando Santa Claus va a traer los regalos a su casa o cuando Ud. necesita venir al Proyecto de Elf Louise a recoger los regalos porque vive fuera de la área de entrega.
4. Si no ha recibido su carta para el 7 de Diciembre, por favor llame al (210) 224-1843 para ver que es el problema.
5. Si se muda, o cambia su número de teléfono, por favor llame al (210) 224-1843 o envíenos un correo electrónico al elflouise2026@elflouise.org y nos da la información anterior y su nueva información.
6. Ud., o otro adulto responsable, **y los niños**, deben estar en la casa en el día programado para la entrega de los regalos. De lo contrario, los regalos se regresarán a Elf Louise y se darán a otra familia.
7. Por favor, no apliqué a ningún otro programa de juguetes para la Navidad. Si busca ayuda de otro programa, **su familia será removida de nuestra lista.**