

Information Paper

SUBJECT: Army Community Service (ACS) Holiday Hearts Program

1. Purpose. To provide general information on the criteria and submission process.

2. Facts. Each year as we approach the holiday season, there are soldiers who may not be able to afford gifts for their children due to financial hardships or other unforeseen circumstances. The ACS Holiday Hearts Program, similar to the familiar Angel Tree, has been developed to assist with providing gifts for children of these soldiers. Information on each child approved will be placed on a tree in the lobby of the ACS office. Personal information will not be listed, only designated by "girl" or "boy" and the age, sex, clothing size and suggested gift.

3. Criteria. Soldiers nominated must meet the criteria listed below:

a. Soldier must have a verifiable financial hardship or other circumstance that would create a hardship during the holiday season.

b. Priority will be given to soldiers E-4 and below. Applications for E-4 and below may be signed off by the soldiers' First Sergeant. Soldiers E-5 through E-7 and O-3 and below who have an extraordinary situation or other circumstances may be considered for assistance based on a referral from their unit Commander.

c. Only children currently living in the home may be listed on the application form.

d. The Application Form must be signed and dated by the soldier's 1SG and/or Company Commander. Signature indicates verification of the soldier's situation. **APPLICATIONS WILL BE RETURNED IF THEY ARE NOT COMPLETED PROPERLY AND/OR DO NOT CONTAIN REQUESTED INFORMATION.**

e. The 1SG or Company Commander must provide DETAILED information explaining his or her reason for recommending the

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soldier as a participant in the program. Please note that all information will be kept confidential.

f. A panel consisting of ACS staff and the Garrison Command Sergeant Major will review applications. Unit 1SGs and/or Company Commanders will be notified of acceptance or disapproval.

4. General Information.

a. The number of applicants approved will be based on the amount of monetary and gift support received through individual participation, commercial sponsorship and private donations.

b. All applications must be submitted to the ACS, Installation Volunteer Services office by close of business, Monday, 1 November 2004.

c. Hearts may be pulled from the tree located at main ACS office beginning Monday, 1 November 2004. The tree will be at the South Post Exchange on 6-7 November, 13-14 November, 20-21 November, and 26-28 November, or until all names have been pulled. Additional dates/times may be added at the South Post Exchange as needed.

d. UNWRAPPED gifts must be dropped off at ACS, Installation Volunteer Services Office no later than, Friday, 3 December 2004.

e. Soldiers approved for participation must pick up gifts beginning at 0900, Wednesday, 8 December through 1600, Friday, 10 December 2004 at the Installation Volunteer Services Office, Community Center, Knox & Randolph Streets.

5. For more information contact Catherine Mansfield, ACS, Installation Volunteer Services, 396-8160/7110.