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Dear Principal and Office Staff,

For over 88 years, the [Burbank Coordinating Council](http://www.burbankcc.org) Holiday Basket Program has provided assistance during the holiday season for economically disadvantaged families. This program has directly benefited the students of BUSD.

This year, we have created Google Forms for the Family Application and are encouraging all families to apply online. We understand that for some families, this may be a difficulty, therefore, we are giving you several applications and an original form you can use to make additional copies if the need arises. However, if you can assist these families in applying online, that would be so helpful. If not, then please send all applications you receive to our PO BOX or contact me at your convenience via email and a Holiday Basket committee member will pick it up personally from your school.

You know your community best and so if you know of a family that should be included in the Holiday Basket Program, please feel free to assist them in any way you can. Remember, families that apply must qualify for free and reduced lunch, be homeless, or have some other economic hardship that you can disclose to me privately.

We are also giving you a hard copy of our Donor Letter for families in your school's community who would like to adopt a family or donate to BCC, but aren't able to apply via the Google Form on our website. In addition, I'm also including a flyer that you can post on your school's website which delineates all the ways your school can help during this Holiday Basket season. Before Covid, schools would hold food drives for us. This year, schools can also consider hosting a toy drive or adopting several families. We even have an [Amazon Wishlist](#) and guidelines on how to participate in our programs are posted on our website for your convenience.

We want to thank you personally for your commitment to your students and their families. With your help, we can make this holiday season a very good one for all Burbank students.

You will receive this letter and all documents via PDF to your district email later this week to make it easier to post and share with your families. If you have any questions, please feel free to contact me at your convenience at my personal email to ensure a swift reply to your question or concern.

Best wishes,

Hilde Garcia

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2021 Holiday Basket Chairperson
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