



HOLIDAY WISHES

A program of PARTNERSHIPS for Children

How to Submit a Child

The Holiday Wishes Program turns wishes into gifts for youth connected to CPS care. Below are instructions on how to submit youth to the program. You can also [click here](#) to watch a short instructional video.

How to submit a youth:

1. [CLICK HERE](#) below to open the Holiday Wishes form or scan the QR code below.
 - a. PLEASE NOTE – If you have not participated in the program previously you will go to step 2.
 - b. PLEASE NOTE – If you have participated in the program previously, please skip to step 4.
2. Click the link “Click here to add yourself” and complete the form with your information.
3. Return to the previous page and **hit REFRESH**.
4. Click “ADD” and select yourself from the list. You can type at the top to filter to your name.
 - a. You must use last name to search the list.
5. Enter all youth’s information.
 - a. Please add as much info as possible and include all info needed (i.e. if a youth is asking for clothing, please enter all sizes needed).
 - b. Personal info should include a child’s interests and favorites. This helps sponsors provide gifts the youth will enjoy.
6. Click “Submit” at the bottom of the page.
 - a. If all fields are entered correctly, you will receive a thank you message.
7. Click the red button reading “Add Another Youth” and repeat steps 4-6 for all youth that will participate in the program.

We appreciate your time and willingness to participate in this program. Our goal is to ensure every child has a nice holiday; we can’t do it without you!

For more information visit

partnershipsforchildren.org/caseworkers

Questions?

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