



MOUNTAIN POST SANTA'S WORKSHOP 2019 GUIDELINES

The Mountain Post Santa's Workshop will open the week of 9 December to 13 December, 2019, from 0900-1700 hours. Santa's Workshop is located in Bldg.1045, Wallace Street, Fort Carson. The unit shopping schedule will be announced as soon as all applications submitted by the deadline are reviewed.

Soldiers/spouses will apply to the program through their unit's Family Readiness Group Liaison(FRL) or Unit Chaplain). The FRL/Chaplain screens the applications, and his/her discretion determines eligibility but not final approval. Each application requires a secondary signature by the First Sergeant or Company Commander. The Santa's Workshop Committee has final approval of all applications. Please remember this is a **need-based** program, not to be defined by rank. The consolidated package, to include applicant checklist and individual applications, should be submitted no later than **1 NOV 2019** to Tristan Vasquez (Application Chairperson). Once we receive the final paperwork, the will be contacted with the shopping time for their unit. Each unit's FRL will be responsible for notifying the Soldier/spouse and Commander of the assigned shopping time.

The 2019 MPSW packet includes a total a four pages: The Application Checklist,2019 MPSW Application, and the 2019 MPSW Application Term of Agreement.

Soldiers/spouses participating in the program will arrive during their unit's time slot and gain access by showing their military ID cards. Once families are checked-in, they will be able to pick out two age-appropriate toys per child and one board game per family. More specifics will be available at the workshop. We encourage the FRL to attend their unit's shopping time. We feel this will add cohesion to the unit, Soldier and families and ensure the Soldier/spouse's attendance.

Soldiers and/or their spouses are welcome to come and "shop" for the toys together or, if circumstances dictate, the spouse with a military ID card may come alone. **No children, family members, or friends** will be permitted into the Workshop. This is not flexible. A Soldier/spouse may come to the workshop only once to select their toys. Re-entry is not permitted.

We look forward to working with you to ensure that all of our Soldiers have a great holiday season.

If you have any further questions or need additional information, please contact Mountain Post Santa's Workshop at mtnpostsantasworkshop@gmail.com or our Applications Chair at mpsws.applications@gmail.com.

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Mountain Post Santa's Workshop ❄️ BLDG 1045 ❄️ Wallace Street ❄️

Fort Carson, Colorado 80913

[Http://www.mountainpostsantasworkshopco.com](http://www.mountainpostsantasworkshopco.com)

WHO: All active duty service members on Fort Carson, regardless of rank, are eligible to apply. MPSW is only able to assist dependent children between the ages of six months to twelve years (as of 25 DECEMBER, 2019).

WHAT: Mountain Post Santa's Workshop (MPSW) is a 501(c)3 nonprofit organization whose mission is to provide toys to children of active duty service members of Fort Carson that have demonstrated need during the holiday season.

WHEN: Applications are available from 3 September 2019 through 1 November 2019. Santa's Workshop Shopping dates are 9 December to 13 December 2019. Shopping times are 0900-1700 by appointment. (NO children are allowed in the workshop during shopping week.)

WHERE: Building 1045, Wallace St., Ft. Carson, Co. 80913

WHY: Whether a Soldier is serving down range or on the Front Range, need knows no boundaries and many of our families struggle financially during the holiday season. Our goal is to help alleviate some of this strain on families, to keep the wonderful spirit of the holidays alive for the children of Fort Carson.

How: Service members or spouse, fills out an application (available from unit, MPSW Facebook page, or MPSW website), and turns it into the Battalion/UNIT FRL or Chaplain. The application must be filled out completely, having necessary signatures. The FRL/Chaplain submits the completed application to MPSW, all applications are reviewed by a committee, and those service members that are selected to receive toys are notified through the FRL.

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2019 APPLICATION CHECKLIST

"TO ASSIST MILITARY FAMILIES IN NEED WITH TOYS FOR CHILDREN"

FOR AGES 6 MONTHS TO 12 YEARS AS OF DECEMBER 25, 2019
COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO SANTA'S WORKSHOP
BY 1 NOVEMBER 2019

PLEASE COMPLETE THIS CHECKLIST WITH YOUR 3 PAGE APPLICATION.

This will ensure there are no delays in the application process.

IF YOU ARE MARKED "NO" FOR ANY OF THE QUESTIONS YOUR APPLICATION MAY BE DELAYED.

REQUIREMENTS	
<input type="checkbox"/>	HAVE YOU FILLED OUT ALL THE INFORMATION ON PAGE 1 OF THE APPLICATION? (Including Spouse Income?)
<input type="checkbox"/>	HAVE YOU LISTED ALL DEPENDENT CHILDREN ON THE APPLICATION?(PG 2 OF THE APPLICATION) Please include ALL children/dependents; even those outside of the age window we are able to assist, and those not enrolled in DEERs. Family size will be considered during the application review process.
<input type="checkbox"/>	HAVE YOU INCLUDED A COPY OF THE DEERS PAGE THAT SHOWS THE CHILDREN LISTED ARE YOUR DEPENDENTS? MPSW is not able to assist children that are not dependents of the SM.
<input type="checkbox"/>	HAVE YOU INCLUDED A COPY OF YOUR Leave & Earning Statement (LES)?
<input type="checkbox"/>	HAVE YOU FILLED OUT THE REQUIRED EXPLANATION OF FINANCIAL NEED ON PAGE 2? Applications without this section filled out will be placed at the bottom of the consideration list.
<input type="checkbox"/>	HAVE YOU GOTTEN THE NEEDED SIGNATURES? E1 – E6 NEED 1SG OR COMPANY COMMANDER E7 – ABOVE NEED BN CO OR CSM IN ADDITION TO 1SG OR COMPANY CO
<input type="checkbox"/>	HAVE YOU SUBMITTED THE APPLICATION TO YOUR BATTALION FRL or CHAPLAIN? (Submitting to another person in leadership increases risk that application will not be turned in on time, or with correct signature)
<input type="checkbox"/>	HAVE YOU SIGNED THE APPLICATION?
Please HAVE YOU "LIKED" MOUNTAIN POST SANTA'S WORKSHOP FACEBOOK PAGE TO HELP KEEP TRACK OF THE DATES/INFORMATION?	

* If the Soldier is deployed, spouse can fill out the application

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2019 MPSW APPLICATION

ASSIST MILITARY FAMILIES IN NEED WITH TOYS FOR CHILDREN

FOR AGES 6 MONTHS TO 12 YEARS AS OF 25 DEC 19

COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO SANTA'S WORKSHOP

BY 1 NOV 2019

SW OFFICE USE ONLY

CONTROL #

R

EXT

COMBINED

☐ ACCEPTED

#TOTAL

☐ DECLINED

#SERVED

Please Print: Incomplete, Illegible applications will NOT be processed.

RANK	SPONSOR'S LAST NAME	FIRST NAME	MI
E-MAIL	UNIT PHONE	HOME PHONE () -	CELL PHONE () -
<input type="checkbox"/> 4 ID <input type="checkbox"/> EVANS <input type="checkbox"/> 10SFG <input type="checkbox"/> WTU <input type="checkbox"/> TENANT UNIT _____	BRIGADE	BATTALION	COMPANY
HOME ADDRESS	CITY, STATE	ZIP CODE	



REQUIRED INFORMATION



SPOUSE'S LAST NAME	SPOUSE'S FIRST NAME	MI
SPOUSE'S CELL PHONE NUMBER	IS SPONSOR CURRENTLY OR WILL SPONSOR BE DEPLOYED IN 2019?	YES <input type="checkbox"/> No <input type="checkbox"/>
ARE YOU DUAL MILITARY? (only 1 application will be accepted per military family)		YES <input type="checkbox"/> No <input type="checkbox"/>
SPOUSE'S UNIT	SPOUSE'S RANK	
IS YOUR SPOUSE EMPLOYED?	YES <input type="checkbox"/> No <input type="checkbox"/>	HOW MUCH DOES YOUR SPOUSE EARN A YEAR?
ANY OTHER SOURCES OF INCOME?	YES <input type="checkbox"/> No <input type="checkbox"/>	IF YES, STATE AMOUNT
		\$
		\$

PRIVACY ACT STATEMENT

Authority: 10 USC, Section 3010, 5 USC, 522d

Principle Purpose: Information will be used to provide support to service members and their families

Routine Uses: Primary Use of this information is to facilitate volunteers determining a service member's eligibility in the Santa's Workshop program.

Applicants are reviewed without regard to race, color, religion, sex, national origin, age, disability or genetics.

Mandatory or Voluntary Disclosure: Voluntary

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2019 MPSW APPLICATION (CONTINUED..)

CHILDREN'S INFORMATION

(PLEASE LIST YOUNGEST TO OLDEST UNDER YOUR LEGAL GUARDIANSHIP). IF ADDITIONAL SPACE IS NEEDED-PLEASE USE THE BACK.

CHILD'S FULL NAME		GENDER (CHECK ONE)	BIRTHDATE (MM/DD/YY)	AGE	ENROLLED IN DEERS?
LAST NAME	FIRST NAME				
1		BOY <input type="checkbox"/> GIRL <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
2		BOY <input type="checkbox"/> GIRL <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
3		BOY <input type="checkbox"/> GIRL <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
4		BOY <input type="checkbox"/> GIRL <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
5		BOY <input type="checkbox"/> GIRL <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
6		BOY <input type="checkbox"/> GIRL <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED EXPLANATION OF FINANCIAL NEED. PLEASE BE SPECIFIC AND DETAILED.

(ADDITIONAL SPACE IS NEEDED USE THE BACK)

 APPLICANT'S SIGNATURE & DATE 

(VERIFIES APPLICATION INFORMATION)



REFERRED AND APPROVED BY THE FOLLOWING

FRL HAS VERIFIED DEERS ENROLLMENT FOR ALL CHILDREN				YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> CHAPLAIN <input type="checkbox"/> FRL	E-MAIL ADDRESS	PRINTED/TYPED NAME	SIGNATURE	PHONE NUMBER
<input type="checkbox"/> 1SG OR <input type="checkbox"/> COMPANY COMMANDER FOR E1 - E6				
<input type="checkbox"/> BN CO OR <input type="checkbox"/> CSM FOR E7 AND UP				

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2019 MPSW APPLICATION TERMS OF AGREEMENT

COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO SANTA'S WORKSHOP
BY **1 NOVEMBER 2019**

PLEASE COMPLETE THIS TERMS OF AGREEMENT FORM AND INITIAL THAT YOU UNDERSTAND THAT ANY VIOLATIONS WILL PROHIBIT YOU FROM SHOPPING DURING SHOPPING WEEK. PLEASE INCLUDE THIS FORM WITH YOUR COMPLETED APPLICATION.

This will ensure there are no complications during shopping week.

(INITIAL ONLY)



_____ YOU MUST KEEP YOUR ASSIGNED DATE AND TIME. IF YOU FAIL TO ARRIVE AT THE ASSIGNED DATE AND TIME, YOU WILL MISS YOUR OPPORTUNITY TO SHOP. YOU MUST NOTIFY YOUR UNIT FRL, & CHAPLAIN IMMEDIATELY IF YOUR ASSIGNED DATE AND TIME WILL NOT WORK OTHER ARRANGEMENTS CAN BE MADE.

EXCEPTIONS WILL BE CONSIDERED FOR EMERGENCIES ONLY.



_____ NO CHILDREN ARE ALLOWED IN THE WORKSHOP DURING SHOPPING WEEK AND/OR BABYSITTING SERVICES WILL NOT BE PROVIDED BY SANTA'S WORKSHOP VOLUNTEERS.



_____ ONLY ONE APPLICATION PER MILITARY FAMILY



_____ APPLICATION WILL BE DENIED IF APPLICANT HAS ALREADY SUBMITTED AN APPLICATION TO THE WARRIOR'S WAREHOUSE GIFT GIVEAWAY.



_____ NO FRIENDS OR FAMILY ARE ALLOWED IN THE WORKSHOP DURING YOUR ASSIGNED SHOPPING TIME. THERE IS LIMITED SPACE FOR THOSE SHOPPING AND WORKING. WE NEED TO INSURE THERE ARE NO ADDITIONAL PEOPLE.



_____ PLEASE NO SOLICITING FOR HOME BASED BUSINESS WHILE SHOPPING.



APPLICANT'S SIGNATURE & DATE



(VERIFIES APPLICATION INFORMATION)

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