



**CHRIST CHILD SOCIETY**  
**OF PASADENA**  
WHERE LOVE LEADS TO ACTION

*Founded by Mary Virginia  
Merrick,  
Servant of God*

September ....., 2016

\_\_\_\_\_, Principal  
[School]  
[School Address]

Dear \_\_\_\_\_,

I am your 2016-2017 Christ Child Society of Pasadena (CCS) Parish Representative [again this year], [and I will also be working with fellow Christ Child member \_\_\_\_\_]. I/We will be working with you on the grant funding programs (Fall, Spring and Emergency), as well as our Layettes, Easter Shoe and Christmas Stocking Fund programs. As you know, our grant guidelines focus on the needs of the individual child. I/We would like to meet at your earliest convenience to review the funding guidelines and schedule for this year.

The members of the Christ Child Society are honored to assist in ministering to the Catholic parish school children in the San Gabriel Valley. The money we generate through fundraising is used directly for the benefit of individual children's needs, consistent with the mission established by our founder, Mary Virginia Merrick.

The grant process is the primary means for funding. This year you should submit **your Fall Grant Request and Christmas Stocking Fund Request together by October 14th, 2016 along with the School Enrollment Form.** As with the Fall Grant process, you should submit your **Spring Grant Request and Easter Shoes Fund Request together by March 3, 2017.** CCS requests that you attach cost documentation to the grant forms. We need receipts from any past grant money prior to submitting a new grant request. Please note that there is no grant guarantee nor any grant minimum, and funds will be distributed based on the specific needs documented in each grant request. Our members are very interested in seeing the difference their donations make in the lives of individual children.

In addition to the Grant process, please contact me when an emergency need develops. At your request, I will deliver to you layettes for mothers with limited resources. These include baby clothes, diapers, a blanket, and toiletry items. With our Easter Shoes Fund we assist a few disadvantaged families with the purchase of shoes for their children with our Payless Shoes gift cards in the spring. Finally, CCS will ask you for the names of three or four families in difficult situations that our Christmas Stocking Fund can assist.

As your parish representative [and along with name of fellow CCS rep], I am/we are always your direct line of contact to Christ Child Society of Pasadena. If an emergency arises and you are unable to reach me/us, please feel free to contact either of the Service Program Co-chairs to assist you, Peggy Parish (peggybparrish@aol.com) or Kathleen McCrimlisk (kbmccrimlisk@sbcglobal.net) I/We look forward to working with you in the coming school year.

Sincerely,

[Your name]  
[Your email]  
[Your telephone number]