



HENDERSONVILLE POLICE DEPARTMENT

SANTA COP PROGRAM

(HENDERSONVILLE RESIDENTS ONLY)

3 Executive Park Drive, Hendersonville, TN 37075



(Applicant must submit copy of photo ID and current utility bill with returned application)

Applicant

Name of mother/father/guardian filling out application: _____

Address where children live: _____ Apt#: _____

Applicant Phone Number: (_____) _____ - _____ Alternate #: (_____) _____ - _____

Email address: _____

Both mother/father/guardian's information blocks are required; N/A or Unknown **will not** be accepted unless deceased.

Total Number of Individuals in Home: Adults: _____ Children: _____

Mother / Guardian 1	Father / Guardian 2
Name:	Name:
Address:	Address:
Phone #:	Phone #:
Employer Name:	Employer Name:
Employer Address:	Employer Address:
Employer Phone #:	Employer Phone #:
If unemployed, please give explanation:	If unemployed, please give explanation:

Household Income Information

1. Does Household receive **TANF** ___yes ___no / **SNAP** ___yes ___no / **Housing Assistance** ___yes ___no
2. Are any children on free/reduced school lunch programs ___yes ___no
3. Is mother/father/guardian currently serving in any branch/component of the U.S. Military ___yes ___no
4. Is mother/father/guardian a U.S. Military Veteran ___yes ___no
5. Disability- Is anyone in the household receiving any form of disability benefits ___yes ___no
(if yes, type/age/who) _____
6. Household's average NET Monthly Income (ALL income/payments after taxes): \$ _____
7. Have you applied for any other assistance programs for the Holidays (Christmas for Kids, Angel Tree, Toys for Tots, etc) ___yes ___no. If yes, list who _____
8. Briefly describe your current financial situations or hardships (use back if needed):

CHILDREN'S INFORMATION: ONLY AGES 0-10 ARE ELIGIBLE

Child 1					
Last Name:	First Name:	Gender:	DOB:	Age:	
Size Type:	Pant Size:	Shirt Size:	Shoe Size:	Coat Size:	School Attending:
Childs interest, likes, dislikes, favorite color, characters, themes, hobbies ect:					
Child 2					
Last Name:	First Name:	Gender:	DOB:	Age:	
Size Type:	Pant Size:	Shirt Size:	Shoe Size:	Coat Size:	School Attending:
Childs interest, likes, dislikes, favorite color, characters, themes, hobbies ect:					
Child 3					
Last Name:	First Name:	Gender:	DOB:	Age:	
Size Type:	Pant Size:	Shirt Size:	Shoe Size:	Coat Size:	School Attending:
Childs interest, likes, dislikes, favorite color, characters, themes, hobbies ect:					
Child 4					
Last Name:	First Name:	Gender:	DOB:	Age:	
Size Type:	Pant Size:	Shirt Size:	Shoe Size:	Coat Size:	School Attending:
Childs interest, likes, dislikes, favorite color, characters, themes, hobbies ect:					
Child 5					
Last Name:	First Name:	Gender:	DOB:	Age:	
Size Type:	Pant Size:	Shirt Size:	Shoe Size:	Coat Size:	School Attending:
Childs interest, likes, dislikes, favorite color, characters, themes, hobbies ect:					
Child 6					
Last Name:	First Name:	Gender:	DOB:	Age:	
Size Type:	Pant Size:	Shirt Size:	Shoe Size:	Coat Size:	School Attending:
Childs interest, likes, dislikes, favorite color, characters, themes, hobbies ect:					

**ALL SANTA COP TOYS ARE NEW DONATED TOYS. EACH CHILD WILL BE GIVEN AGE
APPROPRIATE TOYS BASED ON AVAILABILITY OF DONATION INVENTORY.**

Filling out your application:

1. The Applicant must submit the following when returning the application. Applications turned in without these two requirements **WILL NOT** be considered:
 1. A copy of a recent utility bill with the applicant's name and current address on the bill or statement (For example: electric or gas statement, phone bill, water bill, or cable bill.).
 2. A copy of some form of ID that has a photo of the applicant (For example: driver's license, etc.). We can help make photo copies of your documents here at the Hendersonville Police Department.
2. In order to be considered for assistance, all applications must have both the mother's and father's or guardian's requested information (N/A or unknown **WILL NOT** be accepted). If a mother/father/guardian is deceased, please indicate so on the application.

Steps to Submitting your Application:

1. Return this application in person to the Hendersonville Police Department located at #3 Executive Park Drive, Hendersonville TN 37075 in a sealed envelope **or** mail the application to the same address. Your envelope must be addressed to "Attn: SANTA COP" on the outside of the sealed envelope.
2. Your application, photo ID, and utility bill must be sealed inside the envelope. If you need help copying your documents, wait until you arrive at the police department to seal your envelope. The desk officer will be able to help you make a copy, if needed.
3. In person application drop offs can only be accepted from 8am to 5pm Monday through Friday.

Following up after submitting your application:

1. After your application is received and reviewed, you will be contacted **by mail** with a letter stating if you have been approved or not. A current address is needed for this correspondence; if you move during this time it is **YOUR** responsibility to contact us with your new address as soon as possible to update our records, and to make sure that you receive your letter.
2. It is very important that you list your home telephone number and your cell phone number. If you do not have a home telephone or cell phone, you **MUST** list a contact telephone number where you can be reached during the day. Santa Cop may need to ask you questions about your application or children when selecting items.
3. If you are approved to receive items, Santa Cop will assign you a date and time to pick up your items. If you are unable to make this time, it is your responsibility to work with Santa Cop regarding this. No call no shows could result in your approval being terminated.