

Dear Littleton Families,

We're pleased to share the annual **Holiday Helpers Scholarship Application**. This program supports Littleton families who could use a little extra help during the holiday season. Thanks to generous community donations, we work to provide enrolled families with essential clothing items and **up to three wished-for gifts per child** to help ease the costs of the winter holidays.

You are receiving this letter because you or someone in your household has previously received assistance through the Town of Littleton. If you would like support this year, please complete the attached application and return it to our office **by Thursday, November 13, 2025**.

What to include with your application:

- **Child "Wish List."** For each child to fill out, list their **top three gifts** with as many details as possible (make, model, size, color, etc.). *Please note:* individual gifts must be valued at **\$80 or less**, and we're not able to provide gift cards or cash.
- **Essential items and sizes.** Tell us about clothing and other needs (e.g., shirts/pants, shoes, winter coats and boots, socks, etc.). Use the table on the back of the application and include **current sizes** for each child.

Deadline & Eligibility:

To be eligible, return the completed application **and** the Wish Lists/essential-items table to **Littleton Parks & Recreation by Thursday, November 13, 2025**. This allows time to match your family's requests with community donors and to prepare for December distribution.

Privacy:

Participation is **anonymous to the public**, and all information you share will be **kept confidential**. If you know another Littleton family who may benefit, please encourage them to contact us.

Pick-up dates:

Family pick-ups are scheduled for **Wednesday–Thursday, December 17–18, 2025**. This timing provides a short window for any last-minute items if we are unable to meet every request—though we will do our very best.

If you have questions about the program or need help completing the application, please call our office at **978-540-2490** or email aday@littletonma.org

With appreciation,

Alicia Day

Alicia Day, Director





TOWN OF LITTLETON
Department of Parks, Recreation & Community Education
36 King Street, Littleton, MA 01460
(978) 540-2490

HOLIDAY HELPERS APPLICATION 2025—DUE BY 11/13/2025

Every child deserves to experience the magic of the winter holidays. We are excited to bring the Holiday Helpers program to Littleton again for the 2025 season, thanks to the support of residents, businesses, and non-profit organizations. Our aim is to assist families by providing holiday gifts and necessities for children.

This is a complete list of what is needed to enroll you into the program. (Turned in before November 13th, 2025)

- ☐ Both sides of this application completely filled out.
- ☐ Proof of Littleton, MA residency (current utility bill or current driver's license)
- ☐ 2024 tax return or 2024 award letters
- ☐ Income statements for one month from this current year (2025) or 2025 unemployment/ award letters
- ☐ Proof of custody (could be a school report card, School ID card, or Guardianship papers).

Application Requirements

- Attach all required documentation and sign the application.
- Requests must be for specific items only — **no gift cards or money.**
- Only the parent/guardian with **primary custody** may apply. Proof of custody and **Littleton residency** is required.
- Former Department employees (within the past year) are **not eligible.**
- Eligibility is based on the **National Poverty Index**. If your income is above the index but you still need support, please call us — we want to help, and **special circumstances may apply.**
- For questions or unique situations, contact us directly.

Submit applications and documents to 36 King Street, Littleton, MA 01460, or use the yellow DROP BOX outside 37 Shattuck Street. For inquiries or to schedule a meeting, call (978) 540-2490.

Name of Parent/Guardian: _____ Day phone: _____

Complete Address: _____

Household Email Address: _____

Are you a Littleton Resident? YES NO

Have you applied for any other Holiday gift assistance this season? (a 'yes' will not disqualify you, we just need to know)

YES -Agency/Church Name: _____ NO

Are you a member of Loaves & Fishes? YES NO Are you getting holiday assistance from them? YES NO

Number of immediate Family Members in the Household? _____ (Parents/Guardians and Children in household only)

Yearly Household Income for 2025: \$ _____

Does your Household qualify and use any of the following service: (does not impact eligibility)

____ Medical Assistance (MASS Health)	____ Unemployment	____ WIC (USDA & Nutrition Service)
____ Free/Reduced School Lunch	____ Housing Assistance (40B/Housing Authority)	
____ Fuel Assistance	____ Social Security or Social Security Disability (SSI/SSDI)	
____ SNAP/TAFDC/EAEDC	____ Fuel Assistance	

Are you currently employed? Yes—Location: _____ NO

Are you or a member of your family (living in the household) active in the Military? YES NO

I give my permission for Littleton Parks, Recreation and Community Education to contact the above charities and/or agencies to confirm my statements. In addition, I understand and agree that my name may be shared with these agencies and the PRCE office staff to ensure that there are no duplication of gifts/services. Initial: _____ Date: ____/____/2025

Sign: _____ Date: _____

OVER

Specific Bill/Income Verification:

Source of Income	Monthly Income	Source of Debt	Monthly Fee
Household Employment	\$	Mortgage/Rent	\$
Unemployment Insurance	\$	Utilities (electric, gas, heat, etc.)	\$
SSI/SSDI	\$	Cable/Phone/Internet	\$
Other State Agency	\$	Groceries, Gasoline, Other expenses.	\$
Child Support/Spousal Support/Alimony	\$	TOTAL MONTHLY INCOME	\$

Children's Information (must be ages 1 month to 17 years) - 18+ are not eligible for this program.

CHILD'S FULL NAME	BIRTH DATE	AGE	GENDER

If you are accepted into the program you will be called and informed of a gift pick-up time, which will be scheduled at the Parks, Recreation & Community Education Department on either Wed.. Dec 17or Thurs., Dec 18.

**All applications must be returned with necessary documentation no later than
Thursday, November 13, 2025**

Applications received after this date may not be accepted; space and resources are limited!

To help us provide fair and meaningful gifts to all families, please keep these points in mind:

- Please avoid requesting very expensive or hard-to-find items, such as gaming systems, cell phones, computers, or collector's items.
- Gifts should be for **your enrolled child(ren) only**, not for other family members or adults.
- Each child may list their **top three wishes**, keeping each item at **under \$80**. This makes it possible for us to provide multiple gifts for all enrolled families.
- Essential items like clothing, shoes, or winter gear should be listed separately on the **Needs List**.

Thank you for helping us make the program a success for all families!

Please provide a brief statement (5-10 sentences) why you need assistance and what you hope to gain from your family with this program. Believe it or not, this type of information really helps us in determining gift inclusion and eligibility for the program. Thank you so much!

Signature: _____ Date: _____

Children’s needs list—completed by Guardian/ Parent

Examples: Clothes, Shoes, Winter Coat, and Boots, Socks, Underwear, etc.
(Please be as specific as possible - clarify if they wear infant, toddler, youth, or adult sizes.)

Child(ren)’s Needs:

	CHILD’S FULL NAME	AGE	GENDER	SHIRT SIZE	PANTS SIZE	UNDERWEAR SIZE	SOCK SIZE	SHOE SIZE
1								
2								
3								
4								
5								
6								

Child 1 needs:

Child 2 needs:

Child 3 needs:

Child 4 needs:

Child 5 needs:

Child 6 needs:

THE TOP 3 THINGS I WANT FOR THE HOLIDAYS:



1



2



3

MY FAVORITE...





(NAME)

COLOR:

ANIMAL:

TV SHOW:

MOVIE:

MUSIC:

GAME:

THE TOP 3 THINGS I WANT FOR THE HOLIDAYS:



1



2



3

MY FAVORITE...





(NAME)

COLOR:

ANIMAL:

TV SHOW:

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THE TOP 3 THINGS I WANT FOR THE HOLIDAYS:



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MY FAVORITE...





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