



**It is TIME to sign up for Angel Tree for Christmas 2023**

**Starting October 16, 2023**

**Here is how the Program works:**

1. **Go to [SAangeltree.org](http://SAangeltree.org)**
2. **Gather the following Documentation before you begin:**
  - A. **Parent ID**
  - B. **Kids Birth certificate or Hospital Record**
  - C. **Snap/Income Verification**
  - D. **Lease or Utility Bill with current address**
3. **Input all your information (Must have working email and phone number)**
4. **Upload all your documentation**
5. **Save your application**

**Once we receive your application and you are approved or denied, you will receive an email back with your appointment date and time to pick up your child/children's**

**items with the location. It may take up to two weeks before you hear back. You have to do your application in one setting, or you will be automatically denied. PLEASE have all your documents ready to load before you begin. If you have any questions, please call 304-425-2971 during business hours, Monday – Friday, 9-3.**