

## Adopt-A-Family Sponsor Guidelines

Thank-you for volunteering to become a sponsor. Below are the Adopt-A-Family guidelines for sponsorship.

1. To become an Adopt-A-Family sponsor, send a request via email to the [AdoptAFamily@tsa.dhs.gov](mailto:AdoptAFamily@tsa.dhs.gov) mailbox.
2. Protocol for working with impacted employee and his/her family. Sponsoring offices or organizational units should designate a primary point of contact (POC) who will communicate directly with the recipient employee. However, a secondary POC is also suggested.
3. OHC Workforce Programs (WP) will provide the sponsoring organizational unit or individual with the applicant's contact information. The sponsor should make direct contact with the applicant to offer assistance. The OHC WP will follow-up with sponsors periodically to determine their immediate needs.
4. Records. The OHC WP will maintain a record of participating recipients and sponsoring offices or units. The OHC WP will also maintain a signed copy of the consent form. Records will only be maintained for the duration of the program and handled in accordance with the applicable records retention schedules.
5. Voluntary participation. Sponsoring offices or organizational units must ensure that their employees participate voluntarily. While the initial program announcement may be made by a management official, it is best if someone other than the FSD/AFSDs or SACs send out announcements regarding ongoing collections. Also, any in-kind donations or financial donations should not be tracked. Sponsoring offices or organizations must ensure that their employees have the freedom to donate or not donate, and that those who donate, may cease to participate at any time without repercussions.
6. Ethics. Solicitations for donations may only be made to, and donations will only be accepted from, TSA employees. External parties, to include regulated parties, contractors and the public, may not be solicited and may not participate as a donor or recipient of donations. Employees must comply with all ethics rules applicable to fundraising activities and gifts among TSA employees. The Office of Chief Counsel should be consulted on ethics questions and will be the authority for guidance in this area.
7. Privacy. The participating recipient's name and current permanent home addresses will only be shared with the OHC WP, the sponsoring office's primary and secondary POCs and, if necessary, the recipient's Federal Security Director (FSD) and/or Deputy FSD or Special Agent in Charge (SAC). Sponsoring office POCs shall not release or share the

recipient's name or home address with anyone in the sponsoring office unless the recipient has specifically requested that his/her name be shared. However, in order to elicit appropriate donations, the sponsoring office POCs may share other personal information provided by recipients, such as family composition (number of children, ages, etc.). The names of the children should not be collected, only age and gender.