

Instruction for completing the recipient application form

- 1.) Fill-up up the form in its entirety. Please do not leave blanks – this would delay your application or would be a cause for disapproval.
- 2.) Submit the application form together with:
 - a.) copies of documentation of financial need. Examples:
 - Food Stamps approval
 - Social Security Disability
 - b.) copies of state/federal issued ID
 - Note: Please bring the original ID at and during the distribution of items.
 - c.) Media Release Form – if you so wish.
- 3.) Submit the above-mentioned documents to email address:

Ms. Michaela Punongbayan
Distribution Manager
mae.cheerfulgiver@gmail.com

Tip: have the documents scanned and email them. You can also take pictures of them and then submit them to us through email. However, the quality of the pictures, as per our experience, is lesser as compared to scanned documents (more readable). The approval of your application might be delayed. So we suggest scanning them.