

GHC Tree is a project intended to support employees and their families who may need additional assistance during the holiday season. Employees requesting assistance complete this form and return it to Human Resources, in an envelope marked Siler – Confidential, by close of business Monday, November 21st, or a scanned form via email to Ginni Siler, also by Monday. Requests can be made for children who are legal dependents, age 18 or under.

We ask that requests be kept to a $100 value limit per child. We will make our best efforts to provide what is requested, of the child’s top three to five gifts, within this spending limit. Complete a separate form for each child.

Arrangements will be made to provide the gifts, to the GHC employee, in a confidential manner before the holidays.

**Employee Name** Click here to enter text. **Cell Number** Click here to enter text.

**Child’s Nam**e Click here to enter text. **Relationship to Employee** Click here to enter text.

**Age** Click here to enter text. **Gender** Click here to enter text.

**Shirt Size** Click here to enter text. **Pants Size** Click here to enter text. **Preferred Color of Clothing** Click here to enter text.

**Top Three to Five Gift Wishes** Click here to enter text.

*I understand that Georgia Highlands College is coordinating this project to support employees and their families who may need some additional assistance during the holiday season. I acknowledge that submitting this form does not guarantee that my family will receive donations.*

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Employee Signature/ Date