



October 1, 2025

Dear Business Owner:

For 40 years the City of Montclair has provided holiday food and toy baskets to Montclair families in need. Last year we served over 500 of our Montclair neighbors entirely through donations of food, toys, and cash from businesses and individuals throughout the community. We hope we can count on your support to assist us this year.

All donations of toys, non-perishable food, and money are greatly appreciated and are tax-deductible. There are five ways your business can become part of this needed program:

- **Make a tax-deductible monetary donation to [Montclaircf.org/donate](https://montclaircf.org/donate).** To help provide a complete basket of food and toys, donations in the amount of \$75 will complete a basket for a parent and child and \$125 for a family of four.
- **Adopting-a-family for the holidays.** By doing so, you will provide a box full of food staples for a holiday meal and at least one new gift for a qualified child. A list of suggested items is attached for your convenience. All food/toy baskets will be distributed to families before the holidays; therefore, please deliver the food/toys to the Recreation Center (5111 Benito St. Montclair) by December 11 from 8 a.m. and 6 p.m.
- **Sponsor an item:** Sponsor turkeys for every family served at the event or desserts! If you would rather provide toys, sponsor bikes or gifts for the teenage recipients! If you would like to sponsor an item, please contact me at the email or phone number below for more information.
- **Host a donation bin at your business.** To request a bin, please complete the online form <https://tinyurl.com/MontDonate25>. Donations should be dropped off at the Recreation Center (5111 Benito St. Montclair) by December 11 from 8 a.m. and 6 p.m.
- **Attend the Business Helping Families Event.** Save the date! Attend on December 9, 2025 at 12pm at the Montclair Community Center (5111 Benito St. Montclair). Bring an unwrapped gift for a teen/tween, non-perishable food items, and/or monetary donations. A flyer is included from the Montclair Chamber of Commerce on page 3.

Stringent eligibility guidelines are in place to ensure we serve families in need. If you would like to join us in helping children and families during this holiday season by providing a tax-deductible donation, please complete the online form at this link <https://tinyurl.com/MontDonate25> or mail the form by December 11, 2025. If you have any questions, please contact me at acolunga@cityofmontclair.org.

Thank you for your generosity,

Alyssa Colunga, DrPH

Assistant Director of Human Services & Grants Manager

CITY OF MONTCLAIR

5111 Benito Street, P.O. Box 2308, Montclair, CA 91763 • (909) 626-8571 • FAX (909) 621-1584

Mayor Javier John Dutrey • Mayor Pro Tem Corysa Martinez • Council Members: Bill Ruh, Benjamin Lopez, Xavier Mendez • City Manager Edward C. Starr

MONTCLAIR HOLIDAY

FOOD & TOY DRIVE

2025 SUGGESTED DONATION LIST

EVERYDAY FOOD ITEMS

Baby Food
Cake & Muffin Mixes
Canned Beans
Canned Fruits
Canned Meats
Canned Vegetables
Cereal
Cooking Oil
Fruit Juices
Jam/Jelly
Macaroni & Cheese
Pancake Mix/ Syrup
Pasta & Sauce
Peanut Butter
Soups

TRADITIONAL DINNER ITEMS

Boxed Potatoes
Cake Mix
Canned Corn
Canned Frosting
Canned Green Beans
Canned Yams
Cranberry Sauce
Gravy
Olives
Pickles
Stuffing Mix
Sponsor needed for Turkeys

NEW & UNWRAPPED GIFTS FOR TEENS/TWEENS

Gift Cards: Target/Visa
Art Supplies
Batteries (all sizes)
Bikes
Board Games
Books
Craft Kits
Hair tools
Hair Brush Kits
Advanced Legos
Movie Tickets
Advanced Puzzles
Sports/Exercise Equipment: balls,
gloves, weights, etc.



PLEASE SCAN FOR MORE INFORMATION INCLUDING GIFT SUGGESTIONS

WE WILL BE HAPPY TO PROVIDE:

- ☐ Food delivered to the Montclair Recreation Center by 12/11 from 7:30 a.m.— 6 p.m.
☐ New unwrapped gifts delivered to the Montclair Recreation Center by 12/11 from 7:30 a.m.— 6 p.m.
☐ A space for a donation bin at our business (Business will return bin to Montclair Recreation Center on or before 12/11 7:30 a.m.—6 p.m.)
☐ Enclosed monetary donation
☐ Monetary donation paid online at [Montclaircf.org/Donate](https://montclaircf.org/Donate)

NAME OF BUSINESS (If applicable): _____

CONTACT PERSON: _____

ADDRESS: _____

CITY

ZIP CODE

PHONE: _____ EMAIL: _____

***Please make your checks payable to: MONTCLAIR COMMUNITY FOUNDATION INC.**

All monetary donations are tax-deductible as this is a qualified 501(c)(3) designated not-for-profit organization that benefits the residents of the City of Montclair.

This form can be submitted online at <https://tinyurl.com/MontDonate25>
or please deliver or email this form by **December 11, 2025** to:

Montclair Community Foundation
Attn: Holiday Baskets
5111 Benito Street
Montclair, CA 91763
acolunga@cityofmontclair.org



FOOD & TOY DRIVE LUNCHEON

“LET’S BRIGHTEN THE HOLIDAYS FOR OUR
MONTCLAIR FAMILIES”

**TUESDAY
DECEMBER 9TH
12PM - 2PM**

ITEMS REQUESTED:

- UNPERISHABLE FOOD
- NEW UNWRAPPED TOY(S)
- CASH DONATION

(ALL ITEMS MUST BE \$20 OR MORE)

LOCATION

MONTCLAIR COMMUNITY CENTER
5111 BENITO STREET
MONTCLAIR CA, 91763



SCAN QR
CODE TO
RSVP

