

CHRISTMAS ASSISTANCE APPLICATION TRACKER

Track where you applied, what help may be available, and when to follow up.



1. QUICK NOTES

Family / Household: _____

Main Contact: _____

Phone: _____ Email: _____

Important reminder: Some programs may ask whether you have applied elsewhere. Always check each organization's rules.

2. APPLICATION TRACKER

Organization / Program	Phone / Email / Website	Address / Area Served	What I Applied For	Date Applied	Status / Reply	Follow-Up / Notes

3. DOCUMENTS TO HAVE READY

- | | |
|--|---|
| ☐ Photo ID | ☐ Children's ages and sizes |
| ☐ Proof of address | ☐ Custody / guardianship papers (if needed) |
| ☐ Proof of income or benefits | ☐ Application reference number or confirmation email |



CHRISTMAS ASSISTANCE APPLICATION TRACKER

Page 2: extra applications, follow-ups and final notes.



4. MORE APPLICATIONS

Organization / Program	Phone / Email / Website	Address / Area Served	What I Applied For	Date Applied	Status / Reply	Follow-Up / Notes

5. FOLLOW-UP LOG

Date	Organization	Who I Spoke With	What They Said	Next Step / Deadline

6. FINAL NOTES
