



## *Mayor's Christmas Tree Program*

It's that time of year again for the City of Lansing Mayor's Christmas Tree Program.

If you would like to apply to be considered to participate in this program please complete the attached application and return it to Lansing City Hall, City Clerk's Office, 800 First Terrace, Lansing, KS 66043 by 12pm on Friday, October 29, 2021. **NO EXCEPTIONS.**

**Remember to include copies of all requested proof of income (found on the "Income Eligibility and Bike Size Chart") for all income earning individuals in the household.**

If you have any questions, please contact Lansing City Hall at 913-727-3036.



CITY OF LANSING

800 First Terrace • Lansing, KS 66043 • (913) 727-3036 • Fax (913) 828-4579

2021 MAYOR’S CHRISTMAS TREE PROGRAM

Applicant's Name: \_\_\_\_\_ (Applicant must be a Lansing resident)

Address: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If you rent your residence, provide the following contact information regarding your property manager or land owner:

Name: \_\_\_\_\_ Telephone (Daytime): \_\_\_\_\_ (Evenings): \_\_\_\_\_

Number of people residing at this household: \_\_\_\_\_ (a household is all income earning persons, and children, living in the household or not [i.e. military assigned overseas])

\*\* Please note, if your City of Lansing Trash and/or Sewer Service account is delinquent, and you do not have a payment arrangement with the City, you will not be eligible for the Mayor’s Christmas Tree Program.\*\*

Income Eligibility Limits

Please include income information for all individuals in the household from the following sources:

- Copies 2020 IRS federal tax forms for all persons in household
• Paycheck stubs of all persons in household for the most recent 3 pay periods
• Copies of check stubs or award letters for any unemployment compensation for all persons in household
• Copies of social security and/or disability determination or copy of latest check/deposit for all persons in household
• Copies of award letters for all State assistance including Food Stamps and Cash Assistance for all persons in household
• Copies of award letters for all child support for all children in household
• Copies of award letters or lease information for housing assistance or discounts
• Copies of letter of eligibility for retirement, annuity, and/or pension for all persons in household
• Statement of interest earnings for last two years from all accounts for all persons in household
• Copies of award letter or check stub for all estate and/or trust income for all persons in household
• Copies of check stubs for any dividends paid in 2019-2020 for all persons in household (most recent months)

Table with 3 columns: Number in Household, Annual Income Limit, Monthly Income Limit. Rows include household sizes 1-8 and an additional family member add row.

Verification of any of the information contained in this application may be obtained from any source named herein. By the application, the undersigned consents to release of income and residency information.

I do hereby solemnly swear (or affirm) that the information provided herein is true and correct.

Signature of Applicant

Date

**CHILDREN'S GIFT INFORMATION: Children aged 18 or older are not eligible for the program; we may contact you for verification of ages.** Please specify whether the clothing and shoe sizes are adult or children's sizes. Alternative Items will only be purchased if Wish List Items are unavailable.

Bike Size Reference Chart		
Bike Wheel Size	Suitable for Ages	Child's Inseam
12"	2-4 years	14-17 inches
14"	4-6 years	16-20 inches
16"	5-8 years	18-22 inches
18"	6-9 years	20-24 inches
20"	7-10 years	22-25 inches
24"	9-12 years	24-28 inches
26"	10+ years	24+ inches

- We are unable to provide tricycles.
- Wish List items that cost more than \$50 will not be considered.

**EXAMPLE** (please fill out completely):

Child's Age: 14 Sex: M  **F**  Shirt Size: M or 8/10 women Pant Size: 9 women Shoe Size: 8.5 women  
 Coat: Yes/Size M women No  Bicycle: Yes/Size 26 inch No   
 Wish List: Item 1 Taylor Swift - folklore CD Item 2 Maurice's Gift Card  
 Alternative Item: Gel Nail Polish - Sally Hansen Book Genre Young Adult or Fantasy

Child's Age: \_\_\_\_\_ Sex: M  F  Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Coat: Yes/Size \_\_\_\_\_ No  Bicycle: Yes/Size \_\_\_\_\_ No   
 Wish List: Item 1 \_\_\_\_\_ Item 2 \_\_\_\_\_  
 Alternative Item: \_\_\_\_\_ Book Genre \_\_\_\_\_

Child's Age: \_\_\_\_\_ Sex: M  F  Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Coat: Yes/Size \_\_\_\_\_ No  Bicycle: Yes/Size \_\_\_\_\_ No   
 Wish List: Item 1 \_\_\_\_\_ Item 2 \_\_\_\_\_  
 Alternative Item: \_\_\_\_\_ Book Genre \_\_\_\_\_

Child's Age: \_\_\_\_\_ Sex: M  F  Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Coat: Yes/Size \_\_\_\_\_ No  Bicycle: Yes/Size \_\_\_\_\_ No   
 Wish List: Item 1 \_\_\_\_\_ Item 2 \_\_\_\_\_  
 Alternative Item: \_\_\_\_\_ Book Genre \_\_\_\_\_

Child's Age: \_\_\_\_\_ Sex: M  F  Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Coat: Yes/Size \_\_\_\_\_ No  Bicycle: Yes/Size \_\_\_\_\_ No   
 Wish List: Item 1 \_\_\_\_\_ Item 2 \_\_\_\_\_  
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Child's Age: \_\_\_\_\_ Sex: M  F  Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Coat: Yes/Size \_\_\_\_\_ No  Bicycle: Yes/Size \_\_\_\_\_ No   
 Wish List: Item 1 \_\_\_\_\_ Item 2 \_\_\_\_\_  
 Alternative Item: \_\_\_\_\_ Book Genre \_\_\_\_\_

Child's Age: \_\_\_\_\_ Sex: M  F  Shirt Size: \_\_\_\_\_ Pant Size: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Coat: Yes/Size \_\_\_\_\_ No  Bicycle: Yes/Size \_\_\_\_\_ No   
 Wish List: Item 1 \_\_\_\_\_ Item 2 \_\_\_\_\_  
 Alternative Item: \_\_\_\_\_ Book Genre \_\_\_\_\_

Child's Age: _____	Sex: M F	Shirt Size: _____	Pant Size: _____	Shoe Size: _____
Coat: Yes/Size _____ No _____		Bicycle: Yes/Size _____ No _____		
Wish List: Item 1 _____		Item 2 _____		
Alternative Item: _____		Book Genre _____		
Child's Age: _____	Sex: M F	Shirt Size: _____	Pant Size: _____	Shoe Size: _____
Coat: Yes/Size _____ No _____		Bicycle: Yes/Size _____ No _____		
Wish List: Item 1 _____		Item 2 _____		
Alternative Item: _____		Book Genre _____		

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Signature of Applicant

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Date