

ADRA Christmas tree Instructions

Thank you for signing up to host ADRA's Christmas Tree appeal in your church! Through ADRA's ministry, we are able to bring joy, hope and healing to people and communities facing poverty or hardship. We can do so, because of people just like you.

– **Keryn McCutcheon, General Manager**

To encourage your church to spread joy through ADRA's Christmas Tree appeal, follow the steps below:

1) Set up and promote your ADRA Christmas Tree

- Place your tree somewhere prominent, like a foyer or entry area, so people can see it!
- Once you've set up your tree, put up the posters to grab people's attention.
- Decorate the tree and hang the gift tags provided.
- Use the resources provided to promote your ADRA Christmas Tree at church. Use the announcements in your bulletin, emails, newsletters or share them in a presentation. There is also a video and PowerPoint slide available to use if you would like to. It's through your announcements and encouragement that people will be made aware of how they can make a difference this Christmas.

P.S. You can download all resources here: adra.org.nz/tree-resources



2) Process all purchased gifts

- Provide a gift slip to each person who wants to donate by cash or credit. The gift slips make it easy to keep track of which gift tags have been purchased.
- Return the gift slips to ADRA through the reply-paid envelopes.

Gift slip		Payment details																									
Thank you for choosing a gift from the ADRA Christmas Tree!		<input type="checkbox"/> Cash donation																									
Mr / Mrs / Ms / Miss: _____		<input type="checkbox"/> Please charge my Credit Card*																									
Address: _____		<input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> MasterCard																									
Phone: _____		Card Number: _____																									
Church: _____ Email: _____		Expiry date: ____ / ____																									
Please fill in your gift details below:		Name: _____																									
	<table border="1"><thead><tr><th></th><th>Quantity</th><th>Amount</th><th>Sub Total</th></tr></thead><tbody><tr><td>e.g. Water Tap</td><td>2</td><td>\$50</td><td>\$100</td></tr><tr><td>1</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td></tr><tr><td colspan="2">TOTAL</td><td></td><td></td></tr></tbody></table>		Quantity	Amount	Sub Total	e.g. Water Tap	2	\$50	\$100	1				2				3				TOTAL				Signature: _____	
	Quantity	Amount	Sub Total																								
e.g. Water Tap	2	\$50	\$100																								
1																											
2																											
3																											
TOTAL																											
<small>*Credit card donations will be processed by ADRA New Zealand, once this form has been returned to us by your Christmas Tree organiser.</small>		Please hand this form to the ADRA Christmas Tree organiser or donate a gift online: adra.org.nz/Christmas																									
<small>Adventist Development and Relief Agency New Zealand Ltd. CC42116</small>																											

A. Fill out details for a tax-deductible receipt

B. Write down the gift/s purchased

C. Add up the total amount

D. Finish with payment details

NOTE: Every gift must be recorded on a gift slip. All gift slips must be returned to ADRA before or upon the completion of the Christmas Tree appeal.

3) Return the funds to ADRA

- Collect all gift slips (for both cash and credit) along with and post them using our return pre-paid envelopes at the end of each week (or as needed). This will allow ADRA to provide tax-deductible receipts to everyone who has purchased a gift.
- Please complete the payment summary with details of
- For cash donations, please deposit the cash directly to ADRA's bank account. You can ask your treasurer to deposit this when they go to bank the church offering.

Account details:

Westpac Bank

Account Name: ADRA

Account Number: 03-0175-0195559-01

Reference: Church Name

Thank you again for your willingness to help bring joy to others in need this Christmas.

If you need any further support, please contact the team at ADRA.

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info@adra.org.nz

