ADRA'S LIFE-CHANGING GIFTS FUNDRAISER INSTRUCTIONS

Thank you for helping to give life-changing gifts to support people in need this Christmas.

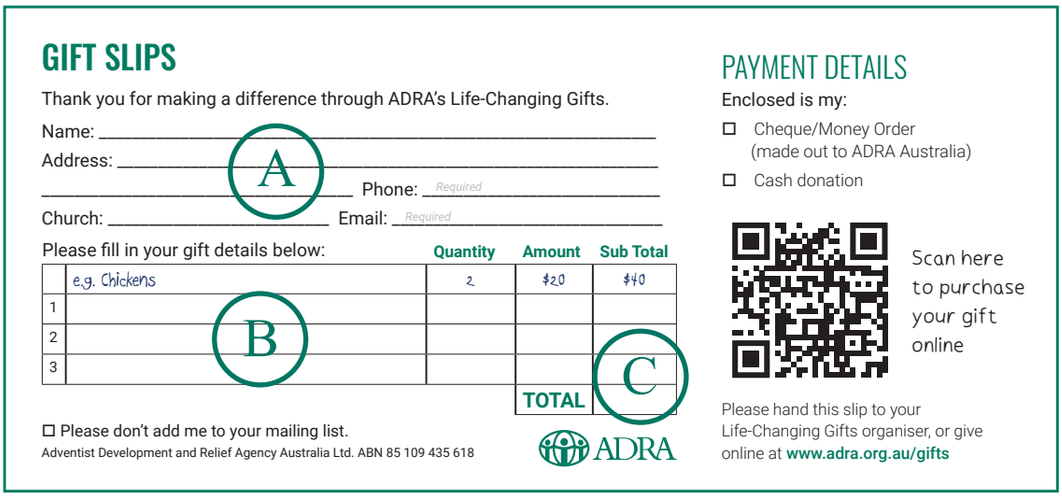
A simple 1-2-3!

1. SET UP AND PROMOTE YOUR LIFE-CHANGING GIFTS DISPLAY

- Choose a prominent spot for your display, like a foyer or reception, so people can see it!
- Hang or place the gift tags provided on a noticeboard, wall, table, tree, or stand.
- Put the posters up nearby to grab people's attention.
- Promote ADRA's Life-Changing Gifts at your church, school, or workplace.

2. PROCESS ALL PURCHASED GIFTS

- Record cash & cheque purchases using the gift slips (shown below). The gift slips make it easy to keep track of which gift tags have been purchased.



GIFT SLIPS

Thank you for making a difference through ADRA's Life-Changing Gifts.

Name: _____

Address: _____

_____ Phone: Required _____

Church: _____ Email: Required _____

Please fill in your gift details below:

		Quantity	Amount	Sub Total
	e.g. Chickens	2	$20	$40
1				
2				
3				
			TOTAL	

A

B

C

☐ Please don't add me to your mailing list.

Adventist Development and Relief Agency Australia Ltd. ABN 85 109 435 618

ADRA

PAYMENT DETAILS

Enclosed is my:

☐ Cheque/Money Order (made out to ADRA Australia)

☐ Cash donation

Scan here to purchase your gift online

Please hand this slip to your Life-Changing Gifts organiser, or give online at **www.adra.org.au/gifts**

A. Fill out details for a tax-deductible receipt

B. Write down the gift/s purchased

C. Add up the total amount

NOTE: All cash and cheque gifts must be recorded on a gift slip with all the gift slips being returned to ADRA Australia upon the completion of Life-Changing Gift fundraiser, or by 31 January.

3. RETURN THE FUNDS TO ADRA AUSTRALIA

- Tally up the totals using the Payment Summary by separating cash and cheque donations.

PAYMENT SUMMARY

To be completed by the Life-Changing Gifts fundraiser organiser.

Please complete this payment summary for **cash** and **cheque** gifts received through your ADRA's Life-Changing Gifts fundraiser.

Type of Payment	Number of Gifts	Funds Raised
Cash		
Cheque		
TOTAL FUNDS TO BE DEPOSITED		

A

Organiser: _____

Church: _____

B

Deposit Date: ___/___/___ Amount Deposited: _____

Bank Branch: _____

DEPOSIT DETAILS

1 Please deposit all cash and cheque donations to:

Westpac BSB	**032-089**
Account Number	**172592**
Account Name	**ADRA Australia – Donations**
Reference	**Church name**

Life-Changing Gift donations must not be deposited through E-Giving or the Tithes and Offerings System.

2 Then post this payment summary along with all the gift slips to **ADRA Australia, PO Box 129, Wahroonga NSW 2076.**

So your donations can be processed quickly, please return all gift slips to ADRA Australia when your fundraiser finishes, or by 31 January at the latest.

For more information please call **1800 242 372** or email **info@adra.org.au**

A. For Cash and Cheque donations – add up the number of gifts and the total cash and cheque amount raised. These funds need to be deposited into ADRA's bank account (details on the slip).

B. Fill in your details as the Life-Changing Gifts organiser and the details of the direct deposit you've made.

[PO Box 129, Wahroonga NSW 2076]

ANNOUNCEMENTS

Announcement 1.

Christmas is all about sharing love with others. This year, you can give a gift of food, clean water, education or disaster relief through ADRA's Life-Changing Gifts. Your gift will help create a brighter future for people living in poverty in Australia and overseas. What a life-changing gift! Please see <name of organiser> or visit the Life-Changing Gifts display in the foyer to learn more.

Announcement 2.

God's gift of His Son shows us that giving is at the very heart of Christ's ministry. What better way to honour that generosity than by giving a life-changing gift through ADRA's Life-Changing Gifts? Please see <name of organiser> or visit the display in the foyer to learn more.

As Christmas approaches, we encourage you to take some time to reflect on the gift God gave us through His Son, Jesus. God's sacrifice shows us that giving is an expression of love. What better way to share that love than by giving a meaningful gift!

This Christmas, your church has the chance to help people experiencing poverty and disadvantage through ADRA's Life-Changing Gifts.

You can enable real and long-lasting change in the lives of thousands of people.

Thank you for changing lives this Christmas!