

Your Giving Tree How-to Guide

Set Up Your Giving Tree for Success

Thank you for partnering with Compassion to share joy with children in poverty this Christmas season!

By hosting a Giving Tree, you and your congregation are helping children in poverty experience the joy of being cared for and loved. This kind of joy opens hearts to knowing Jesus and feeling *his* love.

We'll walk with you through every step of this journey — starting with this simple Giving Tree guide that'll help you use your tree as a powerful and successful ministry!

EACH GIVING TREE
KIT WILL RAISE:

\$2,700

EACH GIVING TREE
KIT WILL COVER:

**16 Compassion
participants &
their families
in prayer.**

DONATIONS OFFER
CHILDREN & FAMILIES:

- Educational opportunities.
- Nutritious food.
- Spiritual guidance.
- Loving Christian care in whatever challenges they face.
- And more!

After you receive your Giving Tree Kit, you can set up your tree!

GETTING STARTED

Set Up the Tree: Set up your Giving Tree by starting with a communal tree at least a few weeks before Christmas. Decorate it however you like, but leave off any ornaments! (If you don't have a tree, no worries! You can easily hang the ornaments on an announcement or bulletin board!)

Display all the Giving Tree ornaments along with pens on a table by the tree so individuals or families can select gifts and fill in their names once they commit to give.

When a family or individual donates by choosing an ornament, they can hang it on the church's tree. This way, the congregation will see the progress they're making toward raising money for communities in need around the world.

To Thank Donors: Everyone who donates should receive a brochure included in the kit with the story of 9-year-old Wendy from Bolivia. Her life was radically changed when she learned she had Type 1 diabetes, and donors will know they're helping families like hers.

Get Everyone Involved: We know that not everyone can give, but we want to provide plenty of opportunities for everyone to get involved.

First, those who can't give financially can choose prayer ornaments that list specific situations they can pray over.

And every Giving Tree needs volunteers! Volunteers can collect and track donations, thank donors and follow up if someone hasn't paid yet.

Another way for more people to get involved is by decorating the tree! A beautiful tree helps connect giving to the heart of Christmas — our joy in celebrating the gift of Jesus.

RECEIVING DONATIONS

Collect Donations: As your church family is choosing ornaments, have a tithing box or a volunteer there to collect funds donated. You can collect the funds when they select the ornament or follow up with those who give after they pledge. If you take online payments or checks, have each donor write "Giving Tree" on the memo line. Be sure to keep the cash and checks you collect in a safe place between services and throughout the season.

Fill Out the Donation Form: Your donation form came in the kit attached to the letter. Keep it in a safe place and use it to track all of your church's donations. You'll be able to calculate the amounts for each fund based on the number of ornaments on the tree. That way, we can get the right amounts to the right funds!

AFTER CHRISTMAS

Mail in Your Funds: Be sure the donation form is completed and shows the total amount of gifts. Then send us a check with the donation form in the supplied business reply envelope.

Celebrate: Announce to your church family how much you were able to raise and celebrate the impact you'll have!

Thank you again for partnering with us to serve children in poverty this Christmas. We cannot wait to see what God will do through your church's Giving Tree.

From all of us at Compassion, thank you!