

2.0 What This Packet Includes

In this package, you should find the items listed below. Please check it carefully and if any of these items is missing, send an email to GiftsofHopeSC@SCSynod.com immediately. The forms and publicity materials are also available in the Coordinator’s Corner on the Gifts of Hope website, www.GiftsofHopeSC.org.

ITEM	DESCRIPTION
1 Catalogs	<ul style="list-style-type: none"> • <i>Gifts of Hope</i> Catalogs in a 4 page-book format. This format is suitable for reproduction on letter-sized paper, using color or other decorative papers. A black and white version of the catalog is available on the Web site in the Coordinators Corner for better copying purposes.
2 <i>Gifts of Hope</i> Cards	<ul style="list-style-type: none"> • Each congregation receives a supply of cards and “pillow” folders appropriate for Christmas giving. You may offer a choice of either the card or the folder for each GoH purchase.
3 Gift Descriptions Inserts - MASTERS	<ul style="list-style-type: none"> • Available on the website, www.GiftsofHopeSC.org • 38 sheets, describing gifts 1 through 38. • These can be downloaded from the website Coordinator’s Corner and printed onto card stock, heavier bond or colored paper for best results.
4 Order Form - MASTER	<ul style="list-style-type: none"> • This is your MASTER Order Form to photocopy. • A copy of the 1-page form is needed to record each individual’s purchases. • There is a space for congregants to enter his/her envelope or giving number. • Hint: Before photocopying Order Forms for your church, complete the line at the bottom that begins “Please make checks payable to:” • Make photocopies and distribute widely, including inside each catalog.
5 Deposit summary Form – MASTER	<ul style="list-style-type: none"> • Some Congregation Coordinators find this useful for weekly record keeping. • This is your MASTER to photocopy.
6 Synod Remittance Report	<ul style="list-style-type: none"> • Put this aside to use at the end of the campaign, when you and Congregation Treasurer consolidate your results and remit them with your funds to the Synod Office.
7 Guidelines for Congregation Treasurers	<ul style="list-style-type: none"> • Give these pages to your Congregation Treasurer before the campaign starts so he/she will understand his/her important role in the success of Gifts of Hope.
8 Congregational Guidelines	<ul style="list-style-type: none"> • This is the 7-page document you are reading now! • The entire document is available as a PDF

9 Publicize in
Monthly
Newsletter

- Remember to submit an article and copy of the order form for your November newsletter and another for your December newsletter.
- The November newsletter could mention:
 - sharing the catalog with family and friends at Thanksgiving and
 - purchasing gifts now to give early at Thanksgiving.
- Is there room in your newsletter for a full-page article with a copy of the order form on the reverse side?

10 Prepare
Announcements
for the Sunday
Bulletins

- Now while you aren't so busy, is a great time to get those announcements ready for every Sunday bulletin continuing through December.

11 Create and
Place Posters

- Customize "Give Hope" posters with sales details.
- Consider using a Catalog, an Order Form and a sample card & Gift Description Inserts to make a banner or large poster.
- Place the posters strategically to grab the most attention.

12 Copy the Order
Form

- Make sufficient copies of the Order Form so that you will have one form for each transaction.
- Catalogs do not include order forms, so insert one before you hand out catalogs.

13 Download, Print
& Copy Gift
Insert Sheets

- Make copies of the 38 sheets of gift descriptions (card inserts). Using card stock or colored paper for the insert copies or even linen or other fancy paper gives a nice effect.
- Retain the 38-page set of insert MASTERS to make additional copies as needed.

14 Cut and
Organize Insert
Sheets

- Cut each copied sheet of inserts and organize for easy distribution at the sales table.
- One method that works well is to file the inserts in separately marked envelopes with an insert stapled to the front or in a small file box with tabs noting the gift number from the catalog.

15 Prepare Setup
for Sales Table

- You may want to include: Holiday tablecloth and/or lights, Posters mounted on Poster board, Box or basket of Catalogs.
- You will need: Catalogs, Order forms, Cards, Gift Description Inserts, Pens, tape and stapler for keeping everything together, and Cash box or envelope for receipts and accompanying order forms.