



Episcopal Relief & Development

Healing a hurting world

www.er-d.org

Gifts for Life: Alternative Gift Market Instruction Sheet

Here are some helpful tips once an individual has been chosen to coordinate ERD's *Gifts for Life: Alternative Gift Market* event. An alternative gift market is a one-day event where members of your congregation can "shop" and purchase gifts which help people in need around the world. Your congregation can combine the *Gifts for Life: Alternative Gift Market* with a church fair or bazaar.

BEFORE THE EVENT:

- 1. Create a team.** Brainstorm about different ways to make this event as exciting, meaningful and unique as possible.
- 2. Order resources.** Order an adequate number of resources (e.g. *Gifts for Life* catalogs, Hope Chests, Children's Activity Sheet, etc.) for your gift market and return the Materials Order Form to ERD. *Please place your order for materials at least four weeks before your event.*
- 3. Select a date and time for the event** and publish information about the market in your parish newsletter, on your church Web site, and in an announcement to your congregation. Don't forget to include the bulletin insert in the Sunday service leaflet prior to the gift market.
- 4. Promote the Event** and decide on a display for the market and determine what items are needed in addition to shopping lists and *Gifts for Life* catalogs. Be as creative as possible!

ON THE DAY OF THE EVENT:

- 1. Distribute Catalogs.** Make sure plenty of copies of the *Gifts for Life* catalog are available for review.
- 2. Provide Shopping Lists.** Give each person a *Gifts for Life* Shopping List, which you can download from our website, www.er-d.org, so they can choose items for their friends and family members.
- 3. Collect Orders.** At checkout, remind each person to:
 - Total their purchases and write just one check made out to **Episcopal Relief & Development**.

- Have each participant/shopper write the name of your parish on the memo line of their checks.
- Staple the checks to their shopping lists.
- For cash gifts, collect all of the cash and write one check from the church made out to: **Episcopal Relief & Development**. Staple the check with all of the shopping lists of customers who paid in cash.
- Give *Gifts for Life* Gift Cards to shoppers to honor friends and loved ones with their *Gifts for Life* purchases. One card should be given for each gift purchased.

4. Other — Set up a table for the young members of your church to participate in the market by using the Children's Activity sheets, which can be ordered from Episcopal Books & Resources.

AFTER THE EVENT:

- 1. Complete the checklist** on the back of this page as a final reminder. Make a copy and include it with your orders. Report back to your congregation the total gift amount raised!
- 2. Collect all orders & checks.** Make copies for your records.
- 3. Mail checks & orders** to Episcopal Relief & Development, 815 Second Avenue, New York, NY 10017.
- 4. Other** —
 - Distribute any remaining *Gifts for Life* catalogs among people who might not have been able to attend the market.
 - Thank your congregation for participating in ERD's *Gifts for Life: Alternative Gift Market* and announce the total profits collected.
 - Pray for the individuals and communities whose lives will be blessed by your involvement with the *Gifts for Life: Alternative Gift Market*.

Checklist

- ◇ Order resources (e.g. *Gifts for Life* catalogs, Hope Chests, etc.) from Episcopal Relief & Development at least two weeks before your market.
- ◇ Select a day to hold the gift market.
- ◇ Publish the date, time and location of the gift market in your website, Parish newsletter, announcement, etc.
- ◇ Brainstorm with your “appointed team” different ways to make this event as exciting, meaningful and unique as possible.
- ◇ Set up a table for the young members of your church to participate in the market by using the Children’s Activity sheets.
- ◇ Make sure plenty of copies of the *Gifts for Life* catalog are available for review.
- ◇ Give each person a *Gifts for Life* Shopping List.
- ◇ Make sure checks are stapled with their shopping lists.
- ◇ Write one check from the church for all cash gifts, and staple that check to the shopping lists.
- ◇ Remember to give *Gifts for Life* Gift Cards to shoppers; one should be given for each gift purchased.
- ◇ Total all of the gifts from the whole congregation and record it the form on the next page.
- ◇ Collect all orders and checks in the enclosed reply envelope. Make copies for your own records.
- ◇ Fill out this checklist and make a copy to return to ERD with the orders in the enclosed reply envelope.
- ◇ Mail an envelope containing the orders and checks to: Episcopal Relief & Development, 815 Second, Avenue, New York, NY 10017.
- ◇ Distribute any remaining *Gifts for Life* catalogs among people who might not have been able to attend the market.
- ◇ Hold a meeting to discuss what worked or what could be done differently next year.

Pray for the individuals and communities whose lives will be blessed by your involvement with the *Gifts for Life*: Alternative Gift Market.

Total Gifts Ordered

Total amount of *Gifts for Life* orders: \$ _____

Church Name _____

Coordinator Name _____

Church Address _____

Church Phone Number _____

Coordinator Contact Number _____

Make a copy for your records and mail this sheet with your orders to ERD.