

Guide to hosting a gift stall

Hosting an Everything in Common gift stall is one of the most effective ways to support our global neighbours. More than that, it's an easy way to get your community behind the ethical gift-giving movement!

TO HOST YOUR GIFT STALL, JUST FOLLOW THESE SIMPLE STEPS

1

Seek permission

Get permission from your church, school, workplace, university or shopping centre before launching your stall.

2

Promote your stall

Even before you run your stall, you can let people know when and where it will be happening. Get creative and promote your stall on social media, in newsletters and during church services. Discover free resources to help you at unitingworld.org.au/EIC-stallholders

3

Launch your stall

Set your stall up in a prominent place and put the cards, catalogues and posters on display.

4

Ask for support if you need it

Let us know if you need extra cards or supplies. We can also help if you need advice on running your gift stall, using the forms or dealing with the funds raised by calling or emailing UnitingWorld with your query.

5

Send donations and completed forms

Deliver what you've raised to us and help send it on its way to those who need it most. See over the page for more information on recording purchases and forms.

6

Stay in touch!

We know you're passionate about serving your community and our global neighbours. Follow us on social media @UnitingWorld and share our good news stories or become a regular giver to our work. Find out more at www.unitingworld.org.au

AT YOUR STALL

How to record purchases

1

Choose cards

2

Pay & fill in mini
order form

3

Hand over cards

4

Send funds & forms
to us

1

Choose cards

People choose the cards they want from the range available. We have included different price points to cater for every budget. Each card directly supports the project that the card represents.

2

Pay for cards

People can pay via cash, cheque, credit card or through our website. Or alternatively, via your church Square or other EFTPOS facility.

This year, we have just one document we need our Hosts to ensure everyone completes – the **mini order form**. Individuals will indicate the cards they want to buy and provide their contact and payment details by filling in the mini order form as a record of sale.

REQUIRED FOR EVERY SALE

A completed mini order form for each customer's total purchase at point of sale is required and must include an email or postal address to meet our auditing requirements and for a tax-deductible receipt to be issued. Please note that stall holders do not hold the authority to issue receipts on behalf of UnitingWorld.

3

Exchange form and payment for cards

On receipt of the completed form and payment, you can hand over the items purchased.

STEP 4 · AFTER YOUR STALL

Send payments, donations and forms to UnitingWorld

Total funds raised and payments collected should be forwarded to UnitingWorld promptly.

FORMS · BY POST

Place the mini order forms in the reply-paid envelope included with this pack and mail it to:

UnitingWorld
PO Box A2266
Sydney South NSW 1235

IMPORTANT

Please do not send cash in the mail.

Rather, bank the cash and send us a cheque or make a deposit directly into UnitingWorld's account.

MONEY · BY BANK DEPOSIT

ACCOUNT NAME	UCA Assembly Ltd UnitingWorld Donations
BSB	032 014
ACCOUNT NO.	182657
DESCRIPTION	"EIC" plus your congregation/group name in full (without abbreviation please)

Once deposited, please email info@unitingworld.org.au with the details of your deposit (date, amount, where it is from, your name) or let us know via post.

If you have any questions regarding the collection, recording and sending of donations, or if you need to order more cards, please contact us.

1800 998 122
info@unitingworld.org.au

FAQ • FROM YOUR CUSTOMERS

Frequently asked questions

Here's what you can say to some of the common questions you may be asked.

Q Who is UnitingWorld?

UnitingWorld is the international aid and partnerships agency of the Uniting Church in Australia.

They exist to help people like you connect with our global neighbours, working towards a world free from poverty, injustice and violence. UnitingWorld's close relationships with our partners in the Pacific, Asia and Africa mean that your support can go to those who need it most, right when they need it.

UnitingWorld is accredited by the Australian Government's Department of Foreign Affairs and Trade and is a proud partner in Australia's aid program. We are a full member of the Australian Council for International Development and are required to meet the highest standards of corporate governance, public accountability and financial management.

You can learn more about UnitingWorld and how you can make a difference via our website unitingworld.org.au or by following us on social media @unitingworld

Q How do these gifts make a difference?

By purchasing a card, you are directly supporting the whole project that the card represents. Whether that be providing clean water, educating children or planting trees, by choosing your cards, you're choosing your impact. You can learn more about this year's cards and projects in the catalogue or at everythingincommon.com.au.

In the event that funds raised exceed the amount needed for a particular project, funds will be applied to other UnitingWorld projects.

Q Are these gifts tax-deductible?

All donations to Everything in Common are tax deductible. This includes purchases of our gift cards and Christmas cards.

Q Why does UnitingWorld need my personal details to issue receipts?

We have many supporters and by having complete details we can ensure we record purchases accurately and receipt them accordingly. This is also part of our transparency requirements for auditing.

FAQ • FOR HOSTS

Questions you may have as a host

Q How do I order more cards?

We send all card orders from our Sydney office on **Tuesdays and Thursdays**.

As soon as you determine which additional cards you need, please notify us via phone or email, so we can collate, dispatch and ensure resupply promptly. For convenience, all parcels are dispatched via express post and are trackable.

Q Where can I get more order forms?

You can download and print additional Order/Payment forms from the stall holder Google Drive folder, unitingworld.org.au/EIC-stallholders

Q What is the retiring offering envelope for?

This year, we are launching a retiring offering option for those seeking an alternative to hosting or making gift stall purchases. If you are planning a special Sunday in support of the work of UnitingWorld and their overseas partners and need more envelopes, please let us know ahead of time, so we can respond in a timely manner.

Q What should I do with unsold cards?

We encourage you to continue sharing the work of UnitingWorld and their overseas partners throughout the year. While we promote Everything in Common at Christmas, you can sell them at any time of the year. They can be used as gifts to honour, or to mark special days and occasions e.g., Mother's/Father's Day, birthdays, and anniversaries etc.

Please consider using them as an educational tool, perhaps via a craft activity for the younger congregational members, or an additional fundraising initiative to engage and drive a deeper understanding of a particular project.

However, if this is not an option you are willing to undertake, we ask that you dispose of the cards in a responsible manner and in accordance with your local area constraints.

Q Can I sell last year's cards?

Each year's cards are subtly different to the previous year. Christmas cards are fine to sell, but some project changes can occur from year to year. We prefer that old gift cards are not sold, as we need to make sure funds are directed to the correct project, which we can only do with current cards.