




ORNAMENTS4ORPHANS

10 Steps for ORNAMENTS4ORPHANS Coordinators

- 1 CONTACT:** If you would like to be an ORNAMENTS4ORPHANS coordinator, please email us at ornaments@pearlministries.org or 205.202.5616.
- 2 LOCATIONS:** Talk with your church, business, or school about setting up an ORNAMENTS4ORPHANS tree in the foyer, lobby, waiting room, receptionist desk, etc.
- 3 DATES:** Determine the dates you will be hosting the fundraiser at your location. Coordinators should begin advertising late October and have the tree set up by mid to late November. Also, a final collection date should be determined for accepting donations (we recommend the last Sunday in December).
- 4 NUMBER:** Estimate how many ornaments will be needed at your location based on the size of your church, school, or business.
- 5 RECEIVE:** Once a number is determined, we will ship you the proper amount of the beautiful handcrafted African ornaments, paper bead garland, and other information and materials to be displayed near the ORNAMENTS4ORPHANS tree. Included in your shipment will be an inventory count of the items you have received. Please retain this receipt and send back with the left over ornaments at the end of your fundraiser.
- 6 ADVERTISE:** Advertising is crucial to the success of this event. The more information about the ornaments, it's cause, and how to purchase them, the more people will be persuaded to participate. Go to www.ORNAMENTS4ORPHANS.org and under the "Resources" link locate different size posters, postcards, and bulletin inserts to advertise at your location leading up to the event. Coordinators should begin advertising mid to late October. If you would like a .jpg file to advertise on an slideshow during your church service, please let us know and we can send you one. Another great way to advertise is to use social media. Normally it takes several exposures in advertising to receive a response.
- 7 SET UP AND DISPLAY:** By mid to late November, please set up a small Christmas tree and decorate with the African ornaments and paper bead garland. If you have a pre-lit tree, we find this helps dramatically with the display. To collect donations, find a large cardboard box, decorate with festive wrapping paper, and place the "Donations" sticker we have provided on the box. At the top, cut a small hole to collect donations. (You may also use a large box with a removable top if available. This makes collection easier). Near the Ornamnets4Orphans tree, display the following: ministry brochures, ORNAMENTS4ORPHANS gift tags, and any other materials we have provided you with. **Please note that ornaments are for sale for \$10/ornament.**
- 8 MONITOR:** Coordinators should check the ORNAMENTS4ORPHANS tree and donations box regularly (daily/weekly) to add ornaments to the tree and to remove donations when needed. Keep all donations in a safe and secure location.
- 9 DONATE:** You, your church, or local business can give a gift to match the funds raised from your sponsored ORNAMENTS4ORPHANS tree. This can be a year end tax deductible donation to Pearl Ministries.
- 10 COLLECT, CONVERT, & SEND:** After the final collection date, please convert all cash donations into one check. Mail all supplies, checks, and donations to: **Pearl Ministries, P.O. Box 610537, Birmingham, AL 35261. This must be post marked by Dec 31, 2011.** Please send donations in the separate envelope provided. Please consider donating money towards shipping costs. Otherwise, you can deduct from the donations collected money to pay for shipping the ornaments. Please recycle by using the box the ornaments were originally sent.

www.Ornaments4Orphans.org

ORNAMENTS4ORPHANS is an initiative of PEARL  MINISTRIES