



CAMPAIGN INSTRUCTIONS

1. Please visit: www.ChristianServices.org/church-annual-fundraising-campaign to download all the tools you'll need in order to hold this important fundraiser.
2. We have created a **Bulletin Insert** for you to use to announce the fundraiser. Please place this in your printed/physical bulletins or online bulletin/announcements as often as possible in the weeks leading up to the date of the fundraiser. Also, we ask that the date of the fundraising campaign be announced from the pulpit in advance.
3. A short **video** is available for you to show your congregation just prior to the special collection. The video features the story of three generations of a CCS family touched by adoption. It is a beautiful, uplifting story we are excited to share. Please make arrangements for this video to be shown at your congregation.
4. A **Pulpit Announcement** is available to use as a guideline in telling your congregation about Colorado Christian Services prior to the collection.
5. Please use the method of collection that best suits your congregation. Preferably, arrange to have the collection plate passed a second time during the Sunday morning worship service, specifically for Colorado Christian Services.

Please ask that checks be made payable to "Colorado Christian Services." If checks are made out to your church, be sure to send us a list of the names and addresses of the individual contributors so that we can thank them properly.

6. After the money has been collected, please fill out the **Collection Form** and return it with all checks received, as well as a check for cash collected. Colorado Christian Services will send a separate thank you letter to each donor suitable for tax purposes.

THANK YOU!