

Guidelines for hosting a Giving Tree

1. **Register with us:** Visit our [Host a Giving Tree page \(click here\)](#) and fill out the registration form.
2. **Set a date:** Decide when you will hold your donation drive (start and finish dates). As we support people throughout December, we would appreciate early collections, rather than everything arriving the week before Christmas.

Please note the earlier we receive donations, the sooner we can give them out. This also helps with people's anxiety about not having something to give their children for Christmas

3. **Download Resources:** The toolkit contains everything you need to start promoting your donation drive:

- [Download the list of suggested food and gifts to donate \(Click here\)](#)
- Decide what type of donation drive you want and then download the appropriate poster to place in your workplace/community space and spread the word about your Giving Tree.

There's a white space at the bottom of the poster for you to include the location of your Giving Tree or any other instructions for your donors:

- [Download poster for a food drive \(Click here\)](#)
- [Download poster for a gift drive \(Click here\)](#)
- [Download poster for a food and gifts drive \(Click here\)](#)
- Suggested text for your newsletter, website, social media or other channels to let people know your drive is on. Get the message out as wide as you can:
 - [Click here to download the suggested text to promote your Giving Tree, in Word format.](#)
- Graphics / Images to use with your newsletter and social media posts:
 - [Download Newsletter Graphic \(Click here\)](#)
 - [Download Web Graphic \(Click here\)](#)
 - [Download Instagram Graphic \(Click here\)](#)
- Christmas Tree donation tags to print off and hang on your Giving Tree for decoration. The QR code also makes it easy for people to donate money online.
 - [Download Christmas Tree donation tags \(Click here\)](#)
- A Certificate of Appreciation to thank your supporters/donors.
 - [Click here to download a certificate of appreciation to thank your supporters \(PDF\).](#)

4. Donations Drop-Off: Once your donations are collected, please drop them off at our Tuggeranong, Gungahlin.

- **TUGGERANONG:** Tuggeranong Community Centre, 245 Cowlshaw Street, Greenway ACT 2900
- **GUNGAHLIN:** Gungahlin Community Pantry, 47 Ernest Cavanagh Street (Access via side laneway), Gungahlin ACT 2912. (Open Mon-Fri, 9 am – 3 pm).

5. Virtual Donations: Place a link to our donations page on your organisation's website, in an email, in a newsletter, on your social media pages, or pretty much anywhere you like.

You can also share a QR code in any printed materials for people to scan and donate.

- **Web link to donations:** www.commsatwork.org/donate
- **QR CODE:** [Click here to download](#)

More information: www.commsatwork.org/christmas

Giving Tree toolkit: www.commsatwork.org/christmas-giving-tree-toolkit/

If you have any questions, please get in touch with our team at admin@commsatwork.org. You can also ring 02 6293 6500.