



Christmas Appeal  
Share an opportunity today!

# CHRISTMAS APPEAL 2011 TREASURER'S FORM

Donor ID:  
Church Name:

Name of person who completed this form:	
Role in the Church:	
Contact Number (Mon-Fri Business Hours):	(       )

Thank you for your involvement in Baptist World Aid Australia's Christmas Appeal. Before completing this form please READ ALL the instructions carefully and complete IN BLOCK LETTERS.

Please forward this form with completed Donation Envelopes to Baptist World Aid Australia by February 2012 to ensure donors' credit card expiry dates have not lapsed or cheques do not bounce.

Please separate and group donations into the following three categories:

1. Credit Card donations
  2. Personal Cheque donations
  3. Cash donations - Cash should not be sent directly, rather it should be included in your church cheque.
- Please ensure all cheques are made out to Baptist World Aid Australia. If cheques have been made payable to your church, please bank these into your church account and include their donations in the total church cheque amount.
  - Complete the Donations Summary Table (SECTION A) and send in all Donation Envelopes, attached with either their credit card details, personal cheques or the church cheque, together with this Treasurer's Form.
  - The Gift Acknowledgement the church receives will comprise only of anonymous and church gift donations. It will not take account of any donations included in your church cheque for which members have requested a separate acknowledgement.

Gift Acknowledgements and an Annual Tax Statement (for use in tax returns) will be issued directly to your members if their complete contact details have been provided in one of the following ways:

- They have completed their donation envelopes. New donors will be added to the mailing list unless otherwise advised.
- Their details have been completed on this form.

**Note:** Due to privacy laws, we can no longer issue individual Gift Acknowledgements in care of the church address.

If you have any questions or need help, please call our Administration Services team on 1300 789 991 and they will be happy to walk you through the process of completing this form. A copy of this form is available on our website at [www.baptistworldaid.org.au](http://www.baptistworldaid.org.au)

Comments:

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Donor ID:  
Church Name:

**SECTION A**

DONATIONS SUMMARY TABLE		AMOUNT	No. of Donations
Total of Credit Card Donations (NOTE: We are unable to accept Diners Club)		\$ .	
Total of Personal Cheque Donations (not included in church cheque)		\$ .	
A. Total of Individual Cash Donations	\$ .		
B. Total of Anonymous Cash Donations and Church Gift	\$ .		
Total of Church Cheque Amount (A+B)		\$ .	
<b>TOTAL DONATIONS FROM THE CHURCH</b>		<b>\$ .</b>	

**ALLOCATION OF CHRISTMAS APPEAL DONATIONS**

- All donations made by individuals using the Christmas Appeal Donation Envelope will be allocated to Community Development (as detailed on the Donation Envelope).
- Unless otherwise indicated below, all funds not allocated will be directed to Where It's Most Needed.
- Please allocate anonymous donations and church gift to -**
  - Where It's Most Needed [Projects Needing Funding - Non Tax Deductible] [43068] CHR11 CH
  - Emergency Relief [Tax Deductible] [43160]
  - Micah Challenge Australia (Non Tax Deductible) [43179]

**SECTION B (To be completed only if the donor requires a Gift Acknowledgement but did not use the Donation Envelope. Please feel free to copy this form if the space provided below is insufficient)**

Personal Cheque Donations					
Donor ID (if known)	Name	Address	Phone Number	Donation Amount	Do not add to mailing list [✓]
				\$ .	
				\$ .	
				\$ .	
				\$ .	
Personal Cheque Donations (without Donation Envelopes)				\$ .	

Cash Donations					
Donor ID (if known)	Name	Address	Phone Number	Donation Amount	Do not add to mailing list [✓]
				\$ .	
				\$ .	
				\$ .	
				\$ .	
Cash Donations (without Donation Envelopes)				\$ .	