



GIFT PROCESSING INSTRUCTIONS

Important information to help you process your corps' generous Making it Happen gifts.

PLEASE NOTE:

- Before event Download all resources, including posters, flyers and forms
- Event Have flyers and forms available
- **Within 7 days after event** Collate all coupons, bank gifts, and return forms to:
The Salvation Army, Making it Happen, Locked Bag 3010, NUNAWADING VIC 3131

ATTENTION

- **Away after the event?**
Nominate someone to process gifts, complete banking, and post forms on your behalf.
- **Waiting on additional gifts?**
Please send existing gifts to avoid complications with credit cards expiring.

WHY?

- To ensure supporters' generous gifts are acknowledged in a timely manner.
- Delay in sending through coupons may impact processing due to expired credit cards. This will then impact revenue for your Corps.

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1 - Important information

Making it Happen 2025-2026

Gifts received at event	Corps send to: <i>The Salvation Army Making it Happen Locked Bag 3010 NUNAWADING VIC 3131</i>	Monies to be banked next business day or within seven days of event. Gift coupons/paperwork to be posted within also within seven days of event for receipting purposes. Please email overseasaid@salvationarmy.org.au once funds have been banked. Subject line: Making it Happen (your corps name and tracking number). Send in an Express Post envelope. Note the tracking number on your email, and retain the number for your records.
Gifts received after event	All corps to send to Donor Services for processing and receipting. Address above.	Monies to be banked on a weekly basis with the accompanying paperwork posted within two business days of the deposit. Please email overseasaid@salvationarmy.org.au once funds have been banked. Subject line: Making it Happen (your corps name and tracking number). Send in an Express Post envelope. Note the tracking number on your email, and retain the number for your records.
Receipting and acknowledging	Donor Services to receipt all Making it Happen gifts. Corps to issue certificates to children under 18 years of age.	Receipting on a daily basis. Please note: Incorrect/incomplete information received will delay the processing and receipting of gifts.

Credit card and direct debit coupons must be sent VIA MAIL ONLY. DO NOT SEND ANY FINANCIAL DETAILS VIA EMAIL.

2 - Cash, cheque and money order gifts



Bank all cash, cheque and money order gifts

Bank into your **NAB Overseas Aid Account:**

Use your Self Denial Deposit Book* to bank funds into the Self Denial/Overseas Aid bank account:

BSB 083 004

Account: 37 080 3038

Account Name: The Salvation Army (VIC) Property Trust Self Denial Overseas Aid

Note the tracking number on your email, and retain the number for your records.

After depositing funds, please notify us by email:

Email: overseasaid@salvationarmy.org.au

CC: Your External Communications Manager and Community

Subject: Fundraising Relationship Manager

Making it Happen – (Corps name and tracking number)

**If you do not have a Deposit Book, please email overseasaid@salvationarmy.org.au*

Do not deposit funds into your Corps Account.



Gift coupons:

- Make sure all personal details, corps name and amount are clearly noted on gift coupons.
- Any amounts that do not have a gift coupon with the personal details filled out will be recorded as an anonymous gift and will not be receipted.
- Group all cash, cheque and money order gift coupons together. Total these gifts, complete and include the corresponding summary form (attach to the front and secure together — see page 6)
- Please separate each deposit's gift coupons and secure together with the corresponding form. This will help Donor Services in reconciling the bank account.
- Note: If neither tax-deductible or non tax-deductible is ticked, Donor Services will select tax-deductible on your behalf.
- Do NOT destroy any donor coupons.
- Staff email address are not to be used on supporter coupons/records.

• **Methods of sending to Donor Services:**

Mail

- Please send gift coupons to Donor Services for processing and receipting in an Express Post envelope, retaining a copy of your tracking number:

The Salvation Army
Making it Happen
Locked Bag 3010
NUNAWADING VIC 3131

Email

- Please **scan and email** the gift coupons with the corresponding summary form (see page 6) to overseasaid@salvationarmy.org.au
- Please note: **Credit card and direct debit coupons must be sent via mail only** (see page 5 for full instructions)
- Coupons will be checked, ensuring donor is a member of the correct corps as noted on the coupon. Once coupons are checked, processing will take place. Receipts will be sent the day after processing.



3 - Direct debit and credit card gifts

These are to be sent directly to Donor Services for processing.

- Make sure all personal donor details, corps name and amount are clearly noted.
- Group all credit card gift coupons together. Total these gifts, complete and include the corresponding form (attach to the front and secure together — see page 6)
- Group all direct debit gift coupons together. Total these gifts, complete and include the corresponding form (attach to the front and secure together — see page 6)
- Please send to Donor Services on the address below for processing and receipting in an Express Post envelope:

The Salvation Army
Making it Happen
Locked Bag 3010
NUNAWADING VIC 3131

***It is the policy of The Salvation Army to not add givers under the age of 18 to our mailing list. To help us to follow this policy, please ensure that the 'I am over 18 years old' box is ticked for each adult supporter. If a child is giving, the box must NOT be ticked.**

4 - Receipting of gifts

Receipts for all gifts will be issued directly from Donor Services.

Receipts will be mailed directly to the giver's mailing address as indicated on the coupon.

For all gifts, banking and processing enquiries, please contact Donor Services by email at overseasaid@salvationarmy.org.au or by phone on **1300 727 252**.



Making it Happen Offering Gifts

Corps: _____

Date: / /

CASH/CHEQUE/MONEY ORDER

GIFTS

Number of gifts: _____

Total: \$ _____



Making it Happen Offering Gifts

Corps: _____

Date: / /

CREDIT CARD

GIFTS

Number of gifts: _____

Total: \$ _____



Making it Happen Offering Gifts

Corps: _____

Date: / /

CASH/CHEQUE/MONEY ORDER

GIFTS

Number of gifts: _____

Total: \$ _____



Making it Happen Offering Gifts

Corps: _____

Date: / /

DIRECT DEBIT (ONE-OFF)

GIFTS

Number of gifts: _____

Total: \$ _____