



Critical dates and important information to help you process your corps' generous Self Denial Offering gifts.

CRITICAL DATES

- Before 1st Feb Download all resources, including videos and poster
- Sunday 22nd Mar Self Denial Altar Service
- **Before 31st Mar** Record gifts, bank donations and return forms in a tracked envelope to:
The Salvation Army, Self Denial Appeal Locked Bag 3010,
NUNAWADING VIC 3131

ATTENTION

- **Please return all slips promptly.**
- **Complete before Easter.**
If you will be away or are pressed for time, nominate someone to handle banking, post forms and process gifts on your behalf.
- **Already received some gifts?**
Send through what you have now - even if you are still waiting on more to avoid delays.
- **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.
- Delays 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 TIMELINES

SELF DENIAL APPEAL 2026

Gifts received on the Altar Service Sunday

Corps send to:
*The Salvation Army
Self Denial Appeal
Locked Bag 3010
NUNAWADING VIC 3131*

Monies to be banked next business day. Gift coupons/paperwork to be posted within two business days of the deposit. Please email overseasaid@salvationarmy.org.au on the same day funds have been banked. Subject line: Self Denial (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 BEFORE and AFTER the Altar Service Sunday

All corps to send to Donor Services for processing and receipting.
Address above.

Banking of cash should be daily and accompanying paperwork posted on the same day. Please email overseasaid@salvationarmy.org.au once funds have been banked. Subject line: Self Denial (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 Self Denial 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 TRACKED 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 Fundraising Relationship Manager
Subject: Self Denial Appeal – (Corps name and tracking number)

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

FUNDS MUST BE DEPOSITED DIRECTLY INTO YOUR NAB OVERSEAS AID ACCOUNT.

GIFT COUPONS:

- NOTE: ALL MUST BE RETURNED. Do not throw them away.
- 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 gift coupon and secure together with the corresponding form (see page 6). This will help Donor Services in reconciling the bank account.
- NOTE: IF TAX-DEDUCTIBLE/NON-TAX DEDUCTIBLE PREFERENCE IS NOT SELECTED, RECEIPT WILL BE ISSUED AS TAX-DEDUCTIBLE.
- Do NOT destroy any donor coupons they must be forwarded to Donor Services.
- If supporter did not enter an email address please leave blank. Staff emails are not to be substituted on the coupon.
- **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
Self Denial Appeal
Locked Bag 3010
NUNAWADING VIC 3131**

EMAIL

- Credit Cards and Direct Debit — DO NOT EMAIL. These must be sent via TRACKED MAIL only for security.
- Cash/Cheque/Money Order — scan and email the coupons with the corresponding summary form (see page 6) to overseasaid@salvationarmy.org.au
- Once coupons are checked, processing will take place. Receipts requested 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
Self Denial Appeal
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**.



SELF DENIAL APPEAL GIFTS

Corps: _____

Date: / /

**CASH/CHEQUE/MONEY ORDER
GIFTS**

Number of gifts: _____

Total: \$ _____



SELF DENIAL APPEAL GIFTS

Corps: _____

Date: / /

**CASH/CHEQUE/MONEY ORDER
GIFTS**

Number of gifts: _____

Total: \$ _____



SELF DENIAL APPEAL GIFTS

Corps: _____

Date: / /

**CREDIT CARD
GIFTS**

Number of gifts: _____

Total: \$ _____



SELF DENIAL APPEAL GIFTS

Corps: _____

Date: / /

**DIRECT DEBIT (ONE-OFF)
GIFTS**

Number of gifts: _____

Total: \$ _____

