

## Under the Tree Instructions

1. **Determine your Focus:** Under the Tree offers three options: Fill a School, Fill a Dorm and Build a Farm. You can use just one of these options to focus on or as many as you would like.
2. **Determine the Timeframe:** Under the Tree is meant to be a multi-week fundraiser where individuals are able to see the progress each week.
3. **Determine the Format:** The powerpoint presentations allow the opportunity to showcase the progress to the congregation. However, all of the pictures within the powerpoint can also be printed if you choose to use them on a bulletin board.
  - a. **Powerpoint Instructions:**
    - i. Slides 1 & 2: Promotional Slides
    - ii. Slide 3: Project Highlights
    - iii. Slides 4 & 5: Instructions
    - iv. Slide 6: Items Menu
    - v. Slide 7: Example of completed slide
    - vi. Slide 8: Background Slide
    - vii. Slides 8+: Individual items for purchase
4. **Promotion:** Use the enclosed posters and powerpoint slides to promote the program.
5. **Pamphlets:** Print and have available the pamphlet. Individuals can use the pamphlet to choose what they would like to purchase and hand their money along with the pamphlet to the coordinator / Corps Officer.
6. **Add the items to the scene:** As someone purchases an item, simply copy and paste that item into the blank background slide. Continue to fill in each week as more items are purchased. When a school room or dorm room becomes full you can copy the completed slide and paste it onto the building to fill up the rooms. If you are printing the pictures, add them to the scene each week as items are purchased.
7. **Weekly Updates:** If using the powerpoint option, copy the slides that have been completed and insert into your weekly multi-media program to show the progress.
8. **Completion:** When the campaign is completed, fill out the internal transfer form, indicating the total amount raised and the focus of your program: school, dorm or farm. If using more than one, please keep track of the funds raised for each one and indicate separately on the form. Email the completed form to:  
[heather.matondo@salvationarmy.ca](mailto:heather.matondo@salvationarmy.ca).