



2900 Lebanon Road
Suite 210
Nashville, TN 37210

Shoes4Unity Check List

SIGN UP

- Email shoes4unity@giveshoes.org for any questions about the program
- Print, fill out, and send the Shoes4Unity Program Agreement to:
 - (Fax) 615-391-5730
 - (Email) shoes4unity@giveshoes.org
 - (Mail) Shoes4Unity
Attn: Crystal Elsey
2900 Lebanon Pike, Suite 210
Nashville, TN 37214

START PLANNING

- Tell your congregation about Shoes4Unity! Get the word out in your church bulletins, on the church website, through email, etc.
- Prepare your sermon notes. Use the [Shoes4Unity Sermon Notes] as a guide.
- Watch the Shoes4Unity videos (www.shoes4unity.org/resources) and pick the one(s) you think will be most impactful to show your congregation during services.
- Make the most of the Shoes4Unity program by thinking ahead of creative ways to get your congregants excited and involved! Visit www.shoes4unity.org/involve for suggestions.
- Decide how you will distribute the materials to your congregation (ex: in church bulletins, at the door going into service, pass out during service, etc.)

USE YOUR MATERIALS

- Posters: Hang these around your church to remind congregants of your upcoming program!
- Brochures: Approximately 1 per congregant, these explain the Shoes4Unity program and are great to include in church bulletins or hand out at the door!
- Bookmarks: Approximately 1 per congregant. Not only will they hold your place in your book, but they'll remind you that your church is helping to Change the World One Pair at a Time®!
- Commitment cards and envelopes: Approximately 1 per congregant. Envelopes are provided for confidentiality as well as for mailing. Congregants may turn their donations into you, or they may mail their donations directly back to Soles4Souls using the self-addressed envelopes. A prepaid UPS label will be included for you to use to return all donations back to Soles4Souls.
- Mobiles: These are a great way to give your congregation a visual of the impact they make with each donation. Hang them on a wall or bulletin board in your church, or use them as ornaments on this year's Christmas tree!

WRAP UP

- Designate a person/location for your congregants to bring their donations and (in the offering plate during service, at the front office, in a drop box, etc.)
- Pack the donations into an envelope or box, along with any unused supplies, and use the prepaid UPS label to mail your collection to Shoes4Unity.

COMMUNICATION IS KEY!

The most important thing to remember before and throughout your Shoes4Unity program is to communicate with your congregation:

- the importance of spiritual social action
- the mission of Shoes4Unity
- the need that Shoes4Unity is helping to meet
- the value and importance of the gift of shoes
- why your church is participating in Shoes4Unity
- when and where they should bring donations
- other logistics and details of how you will run your program
- who they should go to with questions

For any questions, please don't hesitate to contact shoes4unity@giveshoes.org or (615) 391-5723. We are here to help you make the most of making a difference!