1. **Place the following graphic on the Home Page (**[**www.sbssla.org**](http://www.sbssla.org)**) at the top of the page so that it looks like this:**



[http://www.sbssla.org/images/stories/donation_btn.png](https://co.clickandpledge.com/?wid=34533)

(Click on this tree to decorate our Remembering Tree)

1. **On the Donation Page (**[**https://co.clickandpledge.com/sp/d1/default.aspx?wid=34533**](https://co.clickandpledge.com/sp/d1/default.aspx?wid=34533)**), please add the words below and the tree in the orange banner:**

**St. Barnabas Senior Services Donations**

**To decorate our Remembering Tree,**

**please click on this tree.**

1. **Ensure that the hyperlink on both of the trees takes the people to this next page (Remembering Tree Campaign).**
2. **Create a new webpage (Remembering Tree Campaign) that looks as follows:**

**

*You are invited...*

We invite you to honor your cherished memories this holiday season by helping us to decorate our annual ***Remembering Tree***.

This very special tree holds leaves inscribed with words of dedication and remembrance to those whom we love, memories we hold dear, and times that we will never forget.  It stands prominently and boldly in our lobby, where we invite everyone to view its unique beauty, and to read the messages that have been lovingly written on its leaves.



Simply click on this leaf and you will be taken to a page where you can write your special memories, or words of thanksgiving.  We will transcribe them onto a leaf, and place it on our ***Remembering Tree***, so that your memories will be honored along with those of our seniors, staff, volunteers, and friends.

Along with submitting your memories, we ask you to make a financial donation to support the vital work being done at St. Barnabas Senior Services.  For over 100 years, St. Barnabas Senior Services has been a gathering place for seniors in Los Angeles, enabling them to live with vitality and dignity.  We experienced an 11% increase in the number of seniors we are serving this past year.  Any level of giving is appreciated – *and you are invited to participate, even if you don’t make a donation*.

Wishing you and your loved ones many reasons to celebrate this holiday season, with several occasions to create precious memories that fill your lives with meaning.

Our very warmest wishes,

*St. Barnabas Senior Services Board, Staff and Volunteers*

1. **Ensure that the hyperlink on the leaf takes the people to this next page (Leaf Donation).**
2. **Create a new webpage (Leaf Donation) that looks like as follows. I tried to maintain the same page structure as the Donation page to help you out, but let me know if it is better to create a brand new page. Ensure that they can submit a message, without making any donation.**

# Stage 3 Populated tree.jpgSt. Barnabas Senior Services Donations

Thank you for helping us to decorate our **Remembering Tree.**

# STEP 1: Write Your Message

Please write your message, memories, or words of thanksgiving on the following lines:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STEP 2: Select a Donation Amount Any level of giving is appreciated – *and you are invited to submit your message, even if you don’t make a donation*. We are privileged to honor your message on our ***Remembering Tree.***  Choose Your Amount   |  |  | | --- | --- | | $20 - Cedar | $250 - Pine | | $50 - Maple | $500 - Oak | | $100 - Willow | $ | | STEP 4: Provide Credit Card Info  |  | | --- | | Name on Card\* | | Card Number\* | | Expiration Date\* | | Verification Security Number\* [**HELP:**The security number is a 3 digit number located on the back of your credit card.](https://co.clickandpledge.com/sp/d1/default.aspx?wid=34533) | | We gladly accept: |   I understand that this charge will appear as "St Barnabas Senior Ctr" on my credit card. |
| STEP 3: Provide Contact Info  |  |  | | --- | --- | |  | | | First Name\* | Last Name\* | | Address1\* | Address2 | | City\* | State\* | | Province | Zip/Postal Code | | Country\* | | | Phone\* | | | Email\* | Confirm Email\* | |  | |   \* Items Required | |  | | --- | |  | |  | |

1. **Ensure that they receive the following message after they hit “submit”:**

***Thank you*** for joining us in decorating our annual ***Remembering Tree!*** We will place a leaf with your message on the tree. Please do drop by so you can view the beauty of the tree and read the messages that have lovingly been written on the leaves. We’ll send you a picture of it via email in January, as well.

On behalf of our seniors and their caregiver families, we extend our warm appreciation for your support of our programs and services that enable senior Angelenos to *live well, feel well, and age well.*

Spread the goodwill and share this link (***place the link for the Remembering Tree Campaign here***) with a friend so that they can participate, too!

[*www.sbssla.org*](http://www.sbssla.org)

1. **Please ensure that I am sent (**[**rbenard@sbssla.org**](mailto:rbenard@sbssla.org)**) an email that includes their message and confirmation of their donation.**