

CREATING GIFT CERTIFICATES FOR SERVICE AND TALENTS

There are many companies which offer websites where you can create your own certificates using their private templates for a small price. To find these sites, use a search engine of choice (we used *Google*), and searched for "*make your own gift certificate.*" Most of the websites that will come up allow you to select a design template and personalize the certificate to meet your needs. There are a few websites that will allow you to print a certificate at no charge.

You can also create your own certificates using various software programs. *Microsoft Word* has several templates that are very helpful in creating cards and certificates.

If computers are not your thing, you can use scrapbooking materials to create a handmade certificate, or you can purchase generic certificate books which you can write or type information in at office product stores (Office Depot) for about \$7.00.

What You Need to Create a Gift Certificate on Your Computer

- ✓ A computer with word processing software and Internet access
- ✓ A color printer
- ✓ Paper suitable for the occasion, such as high-gloss card stock or photo paper (note that you can purchase perforated paper for easy separation.)
- ✓ A few clever ideas

How to Create a Gift Certificate Using Microsoft Word

- ✓ Open *Microsoft Word*
- ✓ Create a *New Document*
- ✓ Document must be on *Print Layout* (under *View*)
- ✓ Insert border of choice by clicking *Format*
 - Click *Borders and Shading*, a dialog box will pop up with your choice of borders
 - You will see three tabs at the top of the box, click on the *Page Border* tab
 - Under the *Settings* section, click *Box*
 - You can select the type of border you want under *Style*
 - To use art border, click the *Art* box down at the bottom of the box
 - Select the width of the border
 - If you use a line border, you can change the color of the line by dropping the color box down and choosing a color
 - Once you have the border you want to use, click the *OK* on the box
- ✓ You can now type what you want in the certificate
- ✓ You can change the font, color and size to customize it
- ✓ To add a picture, clipart or shape click *Insert* and then in the dropdown click *Pictures* and choose which one(s) you want to use
- ✓ You can also use a graphic from the Internet on your certificate
 - First save the graphic to your computer
 - Click *Insert* click *Picture* click *From File*
 - Locate the graphic on your computer and click the *Insert* button

“Then said a rich man, speak to us of Giving. And he answered: You give but little when you give of your possessions. It is when you give of yourself that you truly give.” (1) Kahlil Gibran, The Prophet

When Determining Your Gift of Time... What Should You Consider?

1. What can you do well?

- a. Perhaps you have a skill/talent that the receiver would like to have. Meet up with the recipient to give a hands on, one-on-one lesson in your skill/talent. It may be how to make your homemade crust, sew, knit, play an instrument, or something that would help their children like tutor chemistry or math.

“For all have not every gift given unto them; for there are many gifts, and to every man is given a gift by the Spirit of God. To some is given one, and to some is given another, that all may be profited thereby.” (2) D & C 46: 11-12

2. How can you help someone?

- a. Offer a needed service to your gift recipient. Sometimes the things that are easy for you are downright hard or impossible for others to do. You can use your gift of time to help someone address something that would otherwise not get done unless they hired a professional.

“By love serve one another.” (3) Galatians 5:13

3. What can you share with people?

- a. What experience(s) could you share with someone?
- b. Just the time you spend with someone can be a terrific gift. Commit to doing something together for a day, a week or a month.

“He gains wisdom in a happy way who gains it by another’s experience.” (4) Plautus

4. Schedule and follow up on your gift.

- a. Don’t assume that giving the certificate is the end of your gift giving.
- b. Many people will feel uncomfortable “cashing in” on the gift and may just keep it.
- c. Follow up a week later to schedule a date and time for you to come and give your gift of time.
- d. Continue to follow up until you give your gift of time.

“The reward of a thing well done is to have done it.” (5) Ralph Waldo Emerson

MORE IDEAS FOR GIFTING SERVICE AND TALENT

Along with individual gifts of service and talents, you could also give the gift of time as a collective group. In a smaller group (for example: YW class, neighbors, club, or group of friends) each participating individual could bring a gift certificate of time (for example: making sandwiches and serving them at the local homeless shelter), and as a collective group, the members would commit to fulfilling each of the certificate's promises.

Here is an idea that was done for an Enrichment Activity: Each woman came with a gift certificate giving of her time as a service or talent wrapped in a box so no one could see what it was. Everyone sat in a circle and played a gift exchange game (see attached examples). If the group is large (over 20), a hat filled with numbers could be drawn from by participants randomly and Number 1 would start the game followed by the other numbers in sequence. In this group exchange, it would be prudent to have the Relief Society Secretary keep track of who is giving to whom and what the gift of service or talent is in case there is any confusion on the part of the giver or the recipient.

SOME NOT SO COMMON GIFT CERTIFICATES OF TIME

- ✓ Taking something off the "honey do" list and giving a gift certificate for it.
- ✓ Gift certificate for child care for date nights or weekend getaways.
- ✓ Gift certificate for updating a resume or assisting with a legal document (for example: generating a will.)
- ✓ Running errands for the homebound.
- ✓ Pet sitting while family is on vacation.
- ✓ Computer, camera or iPod assistance/tutoring.
- ✓ Write a letter of appreciation to a teacher or clergy member.
- ✓ Make a "rainy day" or "Sacrament quiet time" kit for a busy mom to use with her children.
- ✓ Take an elderly person's dog for regular walks.
- ✓ Make "Welcome Packet" to be given to newcomers in the neighborhood. (For example: map of the city, guides to the area, list of stores, bus schedules, schools, libraries, babysitters and numbers.)
- ✓ A single man who lives alone might appreciate gift certificates for home cooked meals.
- ✓ A gift certificate to prepare and present a family home evening for a young busy family.
- ✓ A night of peace and quiet with no television would be a welcomed gift.
- ✓ A certificate to pick up children from school and/or driving them to extra curricular activities would be a wonderful gift for a working woman.
- ✓ You have to do your own laundry anyways—offer to do a new mother's laundry for a week.
- ✓ Give the gift of time by offering respite to a caregiver to have some time to take care of themselves.

GIFT EXCHANGE GAME

This is a story about Santa and **LEFTy** elf. **LEFTy** received this nick name one Christmas when he couldn't seem to do anything **RIGHT**. Santa said " **LEFTy**, sometimes I think you have two **LEFT** thumbs".

On the day before Christmas Eve Santa and **LEFTy** were finishing up the toys that were **LEFT**. **LEFTy** called from the workshop, "Oh no, there is no glue **LEFT**! Santa do you know where any might be?"

"I can't believe you forgot to check the inventory, sometimes I wonder if you can get anything **RIGHT, LEFTy!**" said Santa.

"Santa don't be mad", replied **LEFTy**. "It will only take me a few minutes to find some, I'll be **RIGHT** back". Santa said "I'm sorry I am so grumpy, but we don't have much time **LEFT, LEFTy**. "I'll try our packaging and delivery outlet **RIGHT** on the edge of town", said **LEFTy**. "It would be faster to stop by my house, Mrs. Claus is sure to have some **LEFT**, she just might not know **RIGHT** where it is," replied Santa.

"Take the short cut, go to Candy Cane Lane and Rudolph Rd. and turn **LEFT, RIGHT** at the Lollipop stop sign. Then go to Holly Drive and turn **RIGHT** and there it will be on your **LEFT**."

LEFTy found the house **RIGHT** away and asked Mrs. Claus where she might have some glue **LEFT**. Mrs. Claus' hands were all doughy from making the last of her Christmas cookies. So she directed him **RIGHT** to her craft room.

"Go **RIGHT** down the hall and turn **RIGHT**, open the first door on the **LEFT**. Walk **RIGHT** in and turn **RIGHT**. It should be on the bottom shelf, **RIGHT** next to the **LEFT**-over glitter."

LEFTy found plenty of glue to finish the toys **RIGHT** where Mrs. Claus had directed him. **LEFTy** hurried **RIGHT** out the door. **LEFTy** looked **LEFT**, then **RIGHT**, then **LEFT**, but he couldn't remember where he had **LEFT** his sled. Suddenly he remembered he had taken Santa's sleigh, because it would be faster, and that his sled was in the garage at the workshop **RIGHT** where he

had LEFT it.

Eventually, a tired LEFTy found his way back to Santa's workshop. Santa said "LEFTy, I thought you said you would be RIGHT back, so I LEFT jolly elf take over your station. He used all that was LEFT of the red paint instead of gold, so now there is no red paint LEFT to touch up my sleigh. You will have to go RIGHT out and get some, LEFTy "

LEFTy sighed and happily said "I knew we would have no energy LEFT by now, so RIGHT after thanksgiving, I fixed up your sleigh for the big day. Santa said "I'm so sorry I said you couldn't do anything RIGHT, because of you, there is no work LEFT and I can go RIGHT to bed, so I'll be all rested and my jolly old self again. Good night LEFTy." and Santa went RIGHT to bed.

GIFT EXCHANGE GAME

1. Lucky you, you're # 1
You get to start all the fun.
So grab a gift and grab it quick.
Cause you're the one who gets first pick.

2. Number 2 you're on the way.
It's time for you to have your say.
Get your gift and when you're done,
Swap it off with number 1.

3. Number 3 its plain to see.
It's your turn to pick which gift `twill be.
And when your choosing job is through,
Swap with 1 and then with 2.

4. Number 4 must use your head.
So grab a gift that has some red.
If it doesn't suit you to a `T',
You may swap with 2 or 3.

5. Jump to it 5, don't drag your feet.
Take your gift back to your seat.
Wonder of wonders, it's yours for a spell.
But what comes next, you can never tell.

6. Number 6 it's your time to go.
Grab a gift and don't be slow.
Now put on a smile so they won't be sore,
Cause you must swap with #4.

7. Is a lucky number it seems,
You choose a gift that has some green.
Poke it, and shake it until you get back.
Now trade with someone wearing black.

8. Number 8 its up to you.
To get a gift that has some blue.
Now go quietly to your place.
Or trade with someone with a smiling face.

9. Nine, we haven't forgotten you.
So choose your gift and don't be blue.
Consider well and when all is said.
Trade with someone wearing red.

10. Number 10 come to the front.
For yours you shouldn't have to hunt.
Now hurry back and look alive.
For you get to swap with #5.

11. Your turn 11 is finally here.
Pick a gift and hold it near.
Back at your seat look both ways.
If your choice was right then it may stay.

12. Number 12 jump to it sir/girl.
Make your choice, and with a whirl
Glance around to see who's where.
Swap with whoseever's got the darkest hair.

13. Well, now, what do you know.
It's finally 13's turn to go.
There you go, you're doing fine.
Now swap with 3 or 6 or 9.

14. Number 14 it's your turn to shine.
So find a gift and don't you pine.
Somewhere you really have a friend.
You get to trade with number 10.

15. Number 15 how do you\do?
There should be a fit up there for you.
So pick one out without delay.
Now trade with someone wearing gray.

16. Number 16 your patience is great.
Go get a gift and don't be late.
When your return, spin around.
And switch with someone wearing brown.

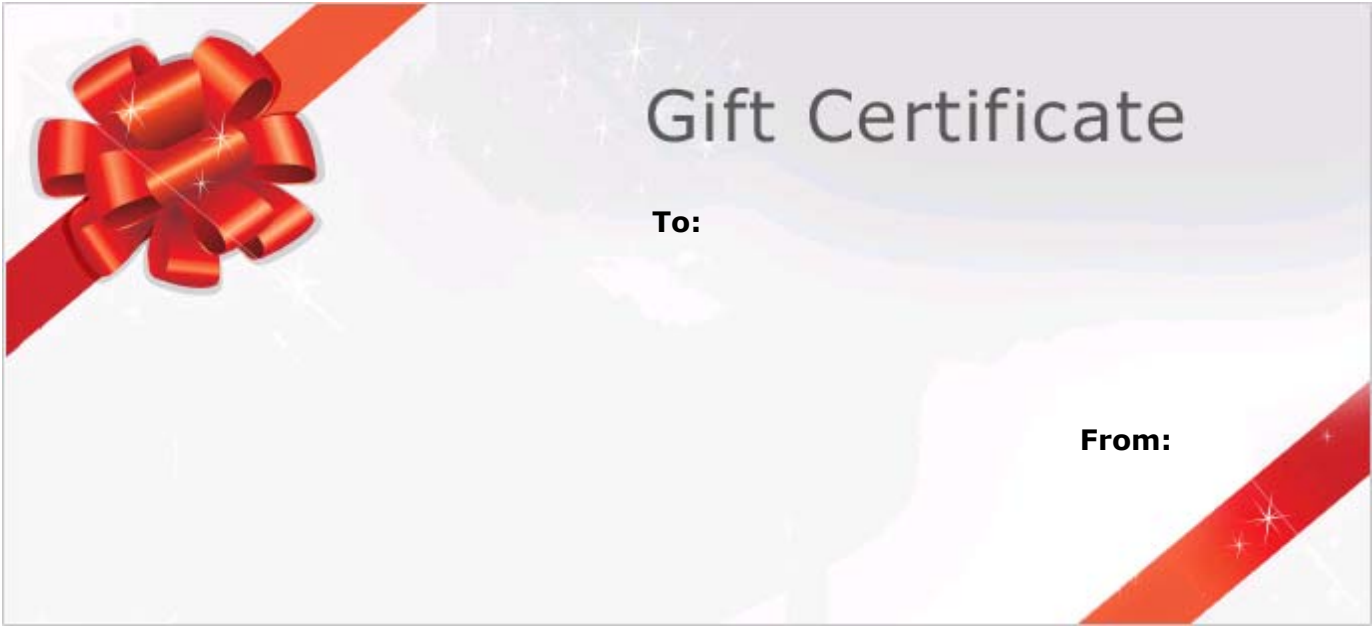
17. 17 your choice is here.
Find a box and hold it near.
When you return and look behind.
Swap with 11 if you don't mind.

18. Number 18 boogie to the tree.
Choose the largest gift you see.
Admire it well, then turn with a wink.
And swap with someone wearing pink.

19. Now #19, do as you're told.
Find a gift which has some gold.
When you've chosen we must be fair,
Trade with whoever has the blondest hair.

20. Number 20, how patiently you've waited
Now grab a gift before it is outdated.
However, one last swap is due.
With the gal who's sitting left of you.

The original version of this poem goes up to 50. If you want the complete version, go to www.sugardoodle.net. Click on to "My Old File Box" under "C Topics" and search under *Christmas poems*.





GIFT OF TIME

To:
From:



This year, in appreciation of all that you do, I'm giving you something a little different... my time!
This "gift of time" coupon entitles you to...

Redeemable at any point over the next year - just call me and we'll arrange a time!

(Suggestions: homemade dinner, music lesson, day of house cleaning, cooking lesson, outing to a museum, biking trip, monthly lunch out, night at the movies, etc. etc. etc.!)



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The Gift of Time Certificate

From: _____ To: _____

Redeemable for: _____

Expiration Date: _____ Signature: _____

Give the Joy of Giving: <http://www.charitychecks.us>

The Gift of Time Certificate

From: _____ To: _____

Redeemable for: _____

Expiration Date: _____ Signature: _____

Give the Joy of Giving: <http://www.charitychecks.us>

The Gift of Time Certificate

From: _____ To: _____

Redeemable for: _____

Expiration Date: _____ Signature: _____

Give the Joy of Giving: <http://www.charitychecks.us>

Make a *Gift of Time Certificate*

Gift of time certificates make the perfect gift for holidays and birthdays or just because. There is no shipping charge and delivery is fast and easy. Fill out the gift certificate form below and click **Make my Certificate**. Each will have an expiration date of one year and a unique serial number.

(sample - not negotiable)

| | |
|--|---|
|  | |
| <h2>Gift of Time Certificate</h2> | |
| <p>This Certificate is good for one: <u>*Read you a Story*</u></p> | |
| <p>Certificate valid only for: <u>Ivy "ii" Joy</u></p> | |
| <p>Redeemable from: <u>Grandpa</u></p> | |
| <p>Authorized Signature: <u>(You Sign Here)</u></p> | |
| <p>This gift certificate is non transferable. Certificate # IJ</p> | <p>Gift Certificates not redeemable for cash. Expires on: April 07, 2010</p> |

(sample - not negotiable)

STEP #1: Choose Your Gift

Choose a gift for your certificate. You can make a coupon book by printing more than one certificate and stapling them together. This makes a great gift.

| | |
|--------------------------------|--|
| <p>Kids to Parents</p> | <ul style="list-style-type: none"> <input checked="" type="radio"/> Doing the Dishes <input type="radio"/> Mow the Lawn <input type="radio"/> Hour Pulling Weeds <input type="radio"/> Hour of Baby-sitting <input type="radio"/> Breakfast in Bed <input type="radio"/> Take out the Garbage <input type="radio"/> Help Rake the Leaves <input type="radio"/> Help Cook Dinner <input type="radio"/> Wash the Car <input type="radio"/> Big Hug |
|--------------------------------|--|

| | |
|--------------------------|--|
| | <input type="radio"/> Clean my Room (Without Whining) <input type="radio"/> Clean the Harley <input type="radio"/> Clean the Garage |
| Parents to Kids | <input type="radio"/> Back Rub <input type="radio"/> Stay up an Hour Late <input type="radio"/> Dine-out Pizza Dinner <input type="radio"/> Dine-out Luncheon <input type="radio"/> Trip to the Park <input type="radio"/> Piggy-back Ride <input type="radio"/> Order-in Pizza Dinner <input type="radio"/> Bake some Cookies <input type="radio"/> Go for a Walk <input type="radio"/> Slumber Party <input type="radio"/> Sleep Over <input type="radio"/> Double one Allowance <input type="radio"/> Read you a Story <input type="radio"/> Help Clean Your Room |
| Kids to Kids | <input type="radio"/> My Computer Turn <input type="radio"/> Day Doing Your Chores <input type="radio"/> Extra Telephone Hour <input type="radio"/> My Dessert |
| Parents to Parents | <input type="radio"/> An Evening Baby-sitting <input type="radio"/> One Day Baby-sitting <input type="radio"/> Neck Rub <input type="radio"/> Foot Massage <input type="radio"/> Back Massage <input type="radio"/> Night of Aroma Therapy <input type="radio"/> Grocery Shopping <input type="radio"/> Hair Cut <input type="radio"/> Your Favorite Dinner <input type="radio"/> Candlelight Dinner for Two <input type="radio"/> Dinner and a Movie <input type="radio"/> House Cleaning <input type="radio"/> Wash the Car <input type="radio"/> Wash the Truck <input type="radio"/> Manicure <input type="radio"/> Pedicure <input type="radio"/> Blank |
| Friends to Friends | <input type="radio"/> Personal Training Session <input type="radio"/> 50 Minutes of Therapy <input type="radio"/> Computer Repair <input type="radio"/> Fishing Trip |

STEP #2: Add Your Recipient and Your Name

Please fill in below, the name of the person who will receive your certificate (recipient) and the name of the person who will be giving the gift of time (your name).

| | |
|------------------|----------------------|
| Recipient's Name | <input type="text"/> |
|------------------|----------------------|

| | |
|-----------|----------------------|
| Your Name | <input type="text"/> |
|-----------|----------------------|

STEP #3: Proceed to Preview

You are now ready to preview your certificate! To do so, just click on the **Make my Certificate** button below. After printing your certificate use your browser's back button to return to this page.



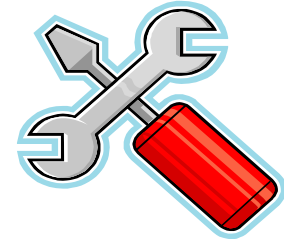
Bookcase



Let us know if you have a problem
or to suggest a gift



Home Page



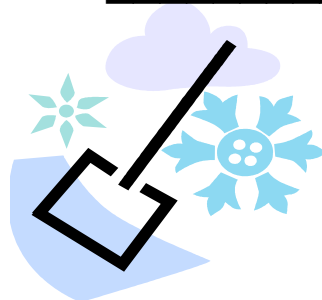
Gift of Time Certificate

This Certificate is good for one: _____

Certificate valid only for: _____

Redeemable from: _____

Authorized Signature: _____





1 DAY

OF



1 NIGHT

OF



1 HOUR

OF

RESOURCE BIBLIOGRAPHY

References:

Melanie Dulce, *Gift Exchange Games (Lefty Elf Christmas Story, A fun white elephant exchange poem)*, <http://www.sugardoodle.net/Christmas/index.shtml>

Alice Langholt, *Make Your Own Gift Certificates*

Jasmine Starr, *How to Create a Certificate in Microsoft Word, February 27, 2007.*

Free Printable Gift Certificate Sites:

- (1) *Don't Want to Regift* Personalized Gift Certificate
www.regiftable.com/DontWantToRegift/Default.aspx
- (2) *Simplify the Holidays*
www.newdream.org/holiday/kit/gift_of_time_cards.pdf
- (3) *The Gift of Time Certificate*
www.charitychecks.us/images/cert1.pdf
- (4) *Ivy's Gift Certificate Maker*
www.ivyjoy.com/printcards/certificate.html
- (5) Created by Marianne Ogaard—*Microsoft Word*
- (6) Created by Marianne Ogaard—*Microsoft Word*

Quotes:

- (1) Kahlil Gibran, *The Prophet*, p. 19
- (2) *Doctrine and Covenants*, 46:11-12
- (3) *The Holy Bible*, Galatians 5:13
- (4) *Complete Speakers Sourcebook*, Plautus
- (5) *Complete Speakers Sourcebook*, Ralph Waldo Emerson