Collection Box Coordinator Welcome Pack

Thank you for registering as a Collection Box Coordinator at Marie Curie. This welcome pack is designed to support you in your first few weeks as a volunteer, giving you some top tips and some of the resources to support you in your role. We can't wait for you to get started!

A big thank you

"Welcome to the Marie Curie community. Can I start by saying the biggest thank you to you for taking on your role of Collection Box Coordinator at Marie Curie.

Volunteers play such an important part in our journey at Marie Curie, and we really wouldn't be able to achieve the great things we do without people like you. For that, can I take this opportunity to welcome you and promise you that we truly value the precious commodity you are offering, your time.

I really hope that you enjoy the role you are taking on and look forward to hearing all about the impact you are making in your local community for Marie Curie.

Thank you, and good luck. We couldn't achieve our ambitions without you."

Richard Scott, Head of National Volunteering



Your role and responsibilities

In your new role, you'll be placing collection tins and daffodil boxes at sites in your local community. Collection tins raise around £500k for Marie Curie across the UK each year.

Your role will involve finding new sites to have a tin, regularly checking to see if they need replacing, banking the funds raised and thanking the sites for their support. We will

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provide you with all the paperwork you will need in your role, but your local knowledge will help us to raise money in your area.

Our top tips for getting started:

- Start to think about which postcode areas you would like to manage your boxes and tins for, ready to discuss with your Volunteer Manager in your induction. We find that sites such as cafes, pharmacies and bakeries tend to perform well, so this might be something to consider.
- It's time to think about getting out into your local community to speak with local businesses and to share what you do in your role to support you with placing your collection tins and boxes.
- Always remember to thank the locations you have had your boxes at to help build positive relationships in your community. Remember to have your consent forms for each location too!

Key information for your role

- We require a list of the sites that your tins and boxes are placed at, so keep a log of these. We will ask to see a copy of this a few times each year.
- Each of your sites will need to be banked at least twice a year.
- The charity regulator requires us to get written permission from all sites with a tin or a box, so we will ask you to complete these once and return them to us.
- When banking any income, we ask that it is dual counted and signed and banked within 5 days. You'll find out more in your induction.
- During February and March, we will give you the option to swap your tins with Daffodil Boxes.
- You can order more materials from your Volunteer Manager, such as the tins, labels and banners for example.
- Each year, you'll be asked to complete your Volunteer Mandatory Training, which involves reading our training materials. This is just to ensure you are well equipped to undertake the role.
- As a volunteer, you are encouraged to claim any reasonable out of pocket expenses during the course of your volunteering. This will be covered in your induction.

Key resources

Here are a few of the different resources that will come in useful for you in your role:

- **Fundraising Volunteer Resource Hub** – this is our online area for Fundraising Volunteers which contains lots of helpful information and all the forms you'll need. There is also a role-specific section for Collection Box Coordinators like you.
- **Collection tin/daffodil box location form** – use this form to keep a record of where you have placed daffodil boxes and collection tins.

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- **Site consent form** – use this form to record details of any static collections.
- **Income form** – used to record details of income banked. We also have an **online version** available to use too.

Hear from one of our volunteers



"The Collection Box Coordinator role has been really varied. I have gained so much from it and it's really nice to be recognised by the public and be that familiar face for people to talk to. Volunteering with Marie Curie has been like belonging to a family."

Di Argent, Collection Box Coordinator

Next steps

In the coming weeks, we will be in contact to organise your induction with you. Your induction will go into more detail on your role to help you feel fully informed before starting.

Please reach out to your Volunteer Manager if you have any questions in the meantime. You can also contact the Fundraising Volunteering Team: **FRVolunteering@mariecurie.org.uk**.

We look forward to hearing about the impact you have in your local community for Marie Curie in the future. Thank you, and good luck!

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