Collection Host Welcome Pack

Thank you for registering as a Collection Host 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 Host 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 coordinating collections in venues in your community. From filling the rotas, to being the point of contact for volunteers, to banking funds raised and thanking those involved, you'll be helping to make sure we can hold collections in your area. Did you know, last year we had 1,107 collections without a collection host? We

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know on average that collections with a collection host raise £50 more, so you'll be helping to make a real difference.

Our top tips for getting started:

- You'll be helping us to recruit collectors locally in your role, so now might be a good time to start putting the word out to your contacts. Our most successful type of recruitment is word of mouth.
- Marie Curie holds lots of daffodil collections in March and at Christmas, but we can also hold collections throughout the year, for example, during the summer or around bonfire night. Now is a good time to think about whether there are any local events coming up, such as food festivals, or any local venues that you think might be a good place to hold a collection. Your local knowledge will help us pick good spots and recruit local support!

Key information for your role

- When banking income, we ask that is dual counted and signed in line with our cash handling policy. It's important that this is done for each of your collections. Your Volunteer Manager will go through this with you in your induction, but this can either be done online or using our paper income form.
- The charity regulator asks that all tins are labelled with the collector's name and collection shift time. Your Volunteer Manager will talk you through this.
- For street collections, 2 people are always needed on shift at one time. You'll learn more about this in your induction.
- If you are provided with a contactless unit for your collections, it is important that you as the host are at the collection site at all times if non-registered volunteers are using them. It's also important to keep training records for these units too.
- You can order more materials from your Volunteer Manager, such as the tins, labels and banners.
- 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. Your Volunteer Manager will go through this with you in your induction.

Key resources

Here are a few of the different resources that may 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 Hosts like you.
- **Tin counting form** – this will help with counting the income raised at a collection.

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- **Income form** – used to record details of income banked. We also have an **online version** available to use too.
- **Collection Management Tool** – Marie Curie has an online system for managing rotas called the Collection Management Tool. As a volunteer, you'll be able to see who has signed up for each of these. In your induction, your Volunteer Manager will talk you through the system and, if you are comfortable using it, will arrange your log in details for you.
- **Community Fundraising enquiry form** – this online form may come in useful to pass on to interested volunteers when out and about in your community.

Hear from one of our volunteers



"I like talking to people and I enjoy organising the collections – they are really rewarding. I really enjoy the social element of being a volunteer – it is great to meet up with our regular collectors each year and socialise."

Tina Whitfield, Collection Host

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. Depending on your role within the group, you may also have a separate role-specific induction.

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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