Fundraising Group Member Welcome Pack

Thank you for registering as a Fundraising Group Member 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 Fundraising Group Member 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 joining one of our local groups of volunteers who come together to raise funds for the charity through supporting our fundraising campaigns and organising events and activities. You'll become one of the Marie Curie voices in your local community. Did you know, last year our Fundraising Groups raised over 2.6 million pounds

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for Marie Curie? This means you'll have the chance to be making a huge impact in your new role.

Depending on your specific role and your interests, you might also be helping us by supporting with placing collections tins and daffodil boxes at sites or coordinating collections in venues in your community.

Our top tips for getting started:

- Now is a good time to start thinking about the different ways you would like to get involved as a member of your Fundraising Group. From holding events to supporting with local collections, there are lots of ways you can support your group depending on your interests.
- Joining a group is even more enjoyable when you bring a friend! Why not think about bringing a friend along to your next group meeting?
- If you have any questions, jot these down ready for your induction:
    - If your fundraising group is new, your Volunteer Manager will hold a group induction to help you all to start thinking about the activities you would like to get started with in your area. This will depend on the time of year, your experience and what is happening in your local community.
    - If you are joining an existing fundraising group, your induction will either be completed by the chair of the group or Marie Curie staff. Your fellow group members will be able to update you on the types of activities already taking place, but please bring along any ideas you might have.

Key information for your role

- 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.
- **For volunteers organising events:**
    - If organising events in your role, it's important to take a look at our activity plans and guidance, to start getting familiar with the process. You can find these on our website. You'll also learn more about these in your induction.
- **For volunteers dealing with money:**
    - If dealing with money in your role, it's really important to keep to our guidelines when handling any donations and banking income. You'll learn more about these in your induction.
    - When banking income, we ask that it is banked within 5 days and dual counted. You'll find out more 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.
    - We will contact you twice a year to ask for a list of the locations where you have sites with a tin or a box.
    - Each of your sites will need to be banked twice a year as a minimum.

    - 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, all volunteers need to complete a training document.
- If organising collections or placing tins in your role, you can order more materials from your Volunteer Manager, such as the tins, labels and banners.
- 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

There are a few different resources that you might find useful in your role, depending on the responsibilities you have. Please note, these will depend on the specific tasks you choose to take on as volunteer:

- **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, including event ideas, promotional materials, online resources and all our guidance and policies. There is also a role-specific section for Fundraising Group Members like you.
- **Event resources** – here you'll find some of our materials to support with the planning, promotion and running of your group events.
- **Activity plan and guidance** - this will help you with the planning of your group's events and activities.
- **Treasurer's report** – if you have taken on the role of Treasurer, this report will support you in keeping track of income for your group. We also have an editable version available on the online area.
- **Collection tin/daffodil box location form** – use this form to keep a record of where your group have placed daffodil boxes and collection tins.
- **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.

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Hear from one of our volunteers



"Even though I've lived in my community for years, it's great to have the opportunity to meet new people through this role that I would probably not have met before. I know just how much the Marie Curie service is appreciated, so it is nice to be able to give back through volunteering."

Ray Fishman, Fundraising Group Member

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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