

VOLUNTEER COLLECTING BOX CO-ORDINATOR



(Where no Branch exists)

Main Purpose of Role

To support the local Community Fundraising Team by developing relationships with local retailers, businesses, etc., by placing, monitoring and emptying boxes in accordance with Guide Dogs' Procedures.

This will be in an area agreed between the Collecting Box Co-ordinator and the Local Community Fundraising Team and will normally exist where there is no local Branch to fulfil this role

Main Tasks

- To place collecting boxes in suitable locations
- To empty them every 2-3 months (as appropriate) and bank the income through the paying in book provided
- To issue a receipt and Thank You Card or Letter each time a box is emptied
- To remove boxes at their own discretion or when requested to do so
- To keep a written record of the location of all boxes, the dates they are emptied and the dates/amounts banked
- To allow these records, together with receipt books and paying in books, to be examined by a representative of Guide Dogs on request
- To report any stolen boxes to the Local Community Fundraising Team
- By agreement between the Collecting Box Co-ordinator and the Local Community Fundraising Team, to collect or deliver other fundraising items – e.g. stamps, posters, etc.
- To identify and discuss with the Local Community Fundraising team, the potential for donor development amongst the box holders

What we ask of You

- To observe the policies, procedures and rules of Guide Dogs
- To work as part of a team with other volunteers and staff, and to make new people welcome

- To undertake your role to the highest standards and quality of service

Our Responsibility to You

- To observe the policies, procedures and rules of Guide Dogs
- To work as a team with volunteers and staff, and to make new people welcome
- To provide advice, support, information, training and resources to enable you to undertake your role safely and effectively