

How to organise a store or station collection

Collections at supermarkets, garden centres and stations can be a very easy way to raise funds and awareness for Medical Detection Dogs. They usually involve 2 volunteers at a time standing outside, or in the foyer of a store or in a station using collection boxes to collect money. They can be made more successful if you have someone willing to wear one of our animal costumes and carrying a collecting bucket, or by taking along suitably assessed dogs.

Plan in advance:

**Book
collections well
in advance**

1. Most store collections can be booked directly with the local store.

- You can find application forms on line for some stores or they might have a particular team member to contact.
- Some stores such as Tesco have a company that organise charity store collections for them and some are booked at head office rather than locally.
- Details will be available on line.store

Station collections can be booked directly through the station manager/network rail

2. Plan in advance

- Dates for charity collections tend to get booked up well in advance so plan them in plenty of time
- They will need to be covered at all times so ensure you have plenty of volunteers well in advance
- Ensure you have plenty of collection boxes, stickers and leaflets – order more if needed
- Do a risk assessment
- Do you have a volunteer willing to wear an dog costume?

3. Some stations and stores will allow you to have an information stall

- check in advance because this is well worth while
- if you are planning a stall ensure that you have enough tables, table cloths, leaflets and collection boxes for it

4. Fundraising dogs

- Some stores and stations will allow you to take a dog along (usually depending on whether you will be standing in or outside the store). Always check with the appropriate person in advance if you are planning to take a dog
- Any dogs that attend events must have passed an assessment

5. Ensure you have enough volunteers.

- You will need plenty of volunteers to man the collection
- Also organise volunteers willing to transport everything there, set up the stall and volunteers to pack it down and return everything to the centre/hospital afterwards
- Collections are quite tiring and 2 hours per shift is usually adequate.
- It is also advisable to have 2 volunteers per shift.
- Make sure volunteers arrive promptly and all shifts are filled because you won't be able to leave full collection boxes unattended if there is a gap between volunteers leaving and arriving



6. Money must be returned directly to the centre following the event.

- It can be stored in the safe there until it is counted and banked.



7. Ensure that you have organised transport to and from the collection.

- Book out the centre van or organise a volunteer willing to transport the goods to and from the event in their own car
- Check provisions for parking at the event – is free parking available for your volunteers? If not you might need to provide money for parking from petty cash



8. Ensure you have the equipment you need.

- Make sure you have plenty of collection boxes and that they all have fresh seals and numbers
- If you're also having a stall, decide what literature you will have on it
- If you do not have boxes already set up with items for events, check that you have everything required in plenty of time allowing time for more to be ordered if needed



9. Follow the correct procedures for cash handling and collection boxes

- Collection boxes must all be numbered and a record kept of which box is used by which volunteer
- Amounts raised in each box should be recorded for auditing.



10. It might be useful to use the two attached checklists

- for organising the event
- for loading the van

Top Tips for the Day:

Be friendly but not pushy!

- advise volunteers not to shake their tins or be too pushy
- Instead smile and try to make eye contact

Ensure you have plenty of people to help on the day

- the collection tins cannot be left unattended so ensure the whole day is covered
- shifts of 2 hours are usually enough
- try to have 2 volunteers per shift
- having someone in a dog costume can help attract attention and raise more funds

If you are struggling to book stalls at stores try asking the store whether they have a Community Matters or Charity of the Year scheme.

Organisation Checklist – store or station collection

Name of coordinator.....

Name of event..... Location

Order floats and how much ordered

Names for volunteers at the event and contact numbers

1	2
3	4
5	6
7	8
9	10
11	12

Day and time loading the van

.....
Names of volunteers loading the van

1	2
3	4

Time leaving for event and who's driving the van and getting the float.

.....

Where's the first aid point.....

Where are the toilets

Volunteers covering the event:

Name	Responsibility	Break time

Which volunteers are helping pack away?

Which volunteers are unloading the van?

Van Loading Checklist for store or station collection

Details of the event - organiser etc	
Tables	
Chairs	
Pop up banners	
Folder of pets available	
Table cloths	
Literature and holders	
'Where to Find Us' cards	
Leaflets about MDD	
Stickers	
Collection boxes (1 per collector - numbered and sealed)	
Change for parking	
Animal costume	
First aid kit	