















"Big or small, there is always a difference only you can do"

Collections Volunteer - Role Description

Title	Collections Volunteer
Location	Across the UK
Time Commitment	Flexible
Contact Person	Community Fundraiser
Role Description	This role involves collecting donations in shops, town centres, travel centres, or at events in your respective community.
Tasks	<ul style="list-style-type: none">  Identifying possible stores, community centres, locations, and events where donations are likely to be given  Obtaining the appropriate permission and licences to conduct fundraising for all the locations you will be collecting in  Standing in public places for periods of time  Raising awareness about the Teapot Trust and its mission  Collecting, counting, and banking donated funds  Keeping records of your collection processes and sending along this information to the Teapot Trust
Person Specifications	<ul style="list-style-type: none">  Positive and enthusiastic attitude  Confident and comfortable engaging and speaking with people you do not know  Good organisational and record keeping skills  Possess a good understanding of the charity and its purpose or a willingness to learn  Trustworthy  Motivated to help a great cause
Training and Support	We will provide the materials you will need including collection buckets, t-shirts, lanyards, and promotional materials. We can also provide advice on what type of permissions you may need to obtain before conducting any collection activities. Contact the Teapot Trust for background information, FAQs and training materials. We are available and happy to provide any additional support or information when needed.
Additional Information	All funds should be deposited within 2 weeks of collection. No expenses should be deducted from the donations without preapproval and a receipt for the Teapot Trust. A fundraising agreement must be completed before you fundraise on our behalf. All reasonable travel expenses will be reimbursed.