# Tin On A Wall

#### BE A VOLUNTER: QUICK START GUIDE

06/01/22

### **Fill Out Registration Form**

Form goes LIVE a few days after the last collection available in Facebook volunteers page (pinned to top) or on www.tinonawall.co.uk

### You Get Confirmation Email

10 days before collection date you will get email Ensure it's not in spam or junk folder
This will contain ALL the information you need eg:
How to order leaflets
Which streets you are doing
When to start

Where to take the donations etc

## **Order Your Leaflets**

Link will be in the above email and available in Facebook volunteers page (pinned to top) 10 days before collection date.

## **Pick Up Your Leaflets**

Lanyards can also be requested (limited supply)

#### **Deliver Your Leaflets**

Post your leaflets anytime between Monday to Thursday before event day. Best practice guide in the 'FILES' section in Facebook volunteers page.

## **Volunteers Dropping Off To You**

\*\*\*ONLY IF APPLICABLE\*\*\* If you offered to be a drop off point for other volunteers on the day and you have been selected to do so, you will be informed via email 5 days before collection day.

## **Print Off Posters (optional)**

Donation box poster & thank you cards will be available in the facebook volunteers page.

# **Collection Day**

Reread your confirmation email and ensure you know which streets you are doing, when and where to take donations. Photos of you and your donations are welcomed but not essential which can be shared in Facebook volunteers page (specific place to upload those for public use)